



Saint Leo College

1998-1999 CATALOG



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Saint Leo College

A LIBERAL ARTS COLLEGE



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When students matriculate with Saint Leo College, they come under the academic requirements of the edition of the College catalog at that time. Students may graduate under these academic requirements within a period of five years even though subsequent catalogs may change. Should new changes be to their advantage, students may graduate under the conditions of the newer catalog. However, because academic programs are subject to requirements imposed by outside accrediting or certifying agencies, such outside requirements shall supersede prior conditions.

Saint Leo College is committed to policies which assure that there is no discrimination on the basis of age, sex, race, color, creed, religion, national origin, or disability.

Saint Leo College complies with the Family Rights and Privacy Act of 1974 (as amended).

The College is an Affirmative Action Equal Opportunity employer.

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Academic Calender 1998-1999

Fall 1998 Semester

August

| | |
|-------|--|
| F 28 | New First Year Students Arrive for Orientation |
| SA 29 | New Transfer Students Arrive for Orientation |
| M 31 | Residence Halls Open for Returning Students 8 a.m. |
| M 31 | Advising and Registration for Returning Students |

September

| | |
|------|---|
| T 1 | Classes Begin - Mandatory Attendance |
| TH 3 | Convocation 3 p.m. Marion Bowman Activities Center |
| W 9 | Last Day to Add/Drop Courses Without Fee |
| F 11 | Last Day to Withdraw from College with a 90% tuition credit |
| F 25 | Last Day to Withdraw from College with a 50% tuition credit |

October

| | |
|-----------|---|
| M-T 12-13 | Fall Break |
| F 16 | Last Day to Withdraw from College with a 25% tuition credit |
| M 26 | Mid-term Grades due at noon |
| TH 29 | Mid-term Grades Issued |

November

| | |
|-----------|---|
| F 6 | Last Day to Withdraw from Courses without failure (Fee) |
| M 16 | Advance Registration for Spring Semester 1999 |
| F 20 | Graduation applications due for the May 1999 Commencement |
| W-F 25-27 | Thanksgiving Break |

December

| | |
|------------|--|
| M 14 | Last Day of Classes |
| M 14 | Last Day to Withdraw from College without failure |
| M 14 | Last Day to Remove Incompletes from Spring/Summer 1997 |
| T 15 | Reading Day |
| W-SA 16-19 | Final Exams |
| SU 20 | Residence Halls Close for Christmas Break at 11 a.m. |
| M 21 | Grades Due |
| T 29 | Grades Issued |

Spring 1999 Semester

January

| | |
|-------|---|
| F 8 | New Students Arrive for Orientation |
| SU 10 | Residence Halls Open for Continuing Students 8 a.m. |
| M 11 | Advising and Registration |
| M 11 | Classes Begin - Mandatory Attendance |
| M 18 | Martin Luther King Day - No Classes |
| W 20 | Last Day to Add/Drop Courses without a Fee |
| F 22 | Last Day to Withdraw from College with a 90% tuition credit |

February

| | |
|------|---|
| F 5 | Last Day to Withdraw from College with a 50% tuition credit |
| F 26 | Last Day to Withdraw from College with a 25% tuition credit |
| F 26 | Mid-term Grades Due |

March

| | |
|---------|---|
| M-F 1-5 | Spring Break - No Classes |
| M 8 | Mid-term Grades Issued |
| F 12 | Last Day to Withdraw from Courses without failure (Fee) |

April

| | |
|-------|---|
| F 2 | Good Friday - No Classes |
| M 5 | Advance Registration for Summer and Fall |
| W 28 | Last Day of Classes |
| W 28 | Last Day to Withdraw from College without failure |
| W 28 | Last Day to Remove Incompletes from Fall 1998 |
| TH 29 | Reading Day |
| F 30 | Final Exams |

May

| | |
|------------|---|
| SA 1 | Final Exams |
| M-T 3-4 | Final Exams |
| W 5 | Residence Halls Close for Non-Graduates 11 a.m. |
| W-TH 5 - 8 | Senior Days |
| F 7 | Grades Due |
| TBA | Baccalaureate Mass |
| SU 9 | Commencement |
| SU 9 | Residence Halls Close for Graduates 6 p.m. |

Summer Term Begins - May

| | |
|-------|---|
| M 10 | Classes Begin |
| W 12 | Grades Issued for Spring term |
| TH 13 | Last Day to Add/Drop Courses without a fee |
| TH 27 | Last Day to withdraw from Courses without failure (Fee) |
| M 31 | Memorial Day Holiday - No Classes |

June

| | |
|-------|-------------------------------|
| W 9 | Last Day of Classes |
| TH 10 | Final Exams |
| F 11 | Residence Halls Close 11 a.m. |
| M 14 | Grades Due |
| TH 17 | Grades Issued |

Academic Calendar 1999-2000

Fall 1999 Semester

August

| | |
|-------|--|
| F 27 | New Students Arrive for Orientation |
| SA 28 | Transfer Students Arrive for Orientation |
| M 30 | Residence Halls Open for Returning Students 8 a.m. |
| M 30 | Advising and Registration for Returning Student |
| T 31 | Classes Begin - Mandatory Attendance |

September

| | |
|------|---|
| TH 2 | Convocation 3:00 p.m- Marion Bowman Activities Center |
| W 8 | Last Day to Add/Drop Courses without a Fee |
| F 10 | Last Day to Withdraw from College with a 90% tuition credit |
| F 24 | Last Day to Withdraw from College with a tuition credit |

October

| | |
|-----------|---|
| M-T 11-12 | Fall Break |
| F 15 | Last Day to Withdraw from College with a 25% tuition credit |
| M 25 | Mid-term Grades due at noon |
| TH 28 | Mid-term Grades Issued |

November

| | |
|-----------|---|
| F 5 | Last Day to Withdraw from Courses without failure (Fee) |
| M 15 | Advance Registration for Spring 1999 |
| F 19 | Graduation applications due for May 1999 Commencement |
| W-F 24-26 | Thanksgiving Break |

December

| | |
|------------|--|
| M 13 | Last Day of Classes |
| M 13 | Last Day to Withdraw from College without failure |
| M 13 | Last Day to Remove Incompletes from Spring/Summer 1997 |
| T 14 | Reading Day |
| W-SA 15-18 | Final Exams |
| SU 19 | Residence Halls Close 11 a.m |
| M 20 | Grades Due |
| TH 23 | Grades Mailed |

Spring 2000 Semester

January

| | |
|------|---|
| F 7 | New Students Arrive for Orientation |
| SU 9 | Returning Students Arrive 8 a.m. |
| M 10 | Advising and Registration |
| M 10 | Classes Begin - Mandatory Attendance |
| M 17 | Martin Luther King Day - No Classes |
| W 19 | Last Day to Add/Drop Courses without a Fee |
| F 21 | Last Day to Withdraw from College with a 90% tuition credit |

February

| | |
|------|---|
| F 4 | Last Day to Withdraw from College with a 50% tuition credit |
| F 25 | Last Day to Withdraw from College with a 25% tuition credit |

March

| | |
|----------|---|
| F 3 | Mid-term Grades Due |
| M-F 6-10 | Spring Break - No Classes |
| M 13 | Mid-term Grades Issued |
| F 17 | Last Day to Withdraw from Courses without failure (Fee) |

April

| | |
|--------------|---|
| M 3 | Advance Registration for Summer and Fall 2000 |
| F 21 | Good Friday - No Classes |
| W 26 | Last Day of Classes |
| W 26 | Last Day to Withdraw from College without failure |
| W 26 | Last Day to Remove Incompletes from Fall 1999 |
| TH 27 | Reading Day |
| F-SA 28 - 29 | Final Exams |

May

| | |
|------------|---|
| M-T 1 - 2 | Final Exams |
| W 3 | Residence Halls Close for Non-Graduates 11 a.m. |
| W-SA 3 - 6 | Senior Days |
| F 5 | Grades Due |
| TBA | Baccalaureate Mass |
| SU 7 | Commencement |
| SU 7 | Residence Halls Close for Graduates 6 p.m. |

Summer Term Begins - May

| | |
|-------|---|
| M 8 | Classes Begin |
| W 10 | Grades Issued for Spring term |
| TH 11 | Last Day to Add/Drop without fee |
| TH 25 | Last Day to Withdraw from Courses without failure (Fee) |
| M 29 | Memorial Day Holiday - No Classes |

June

| | |
|-------|------------------------------|
| W 7 | Last Day of Classes |
| TH 8 | Final Exams |
| F 9 | Residence Hall Close 11 a.m. |
| M 12 | Grades Due |
| TH 15 | Grades Issued |

President's Message



We are delighted that you are pursuing a Saint Leo College degree. Your decision to improve your life and your base of knowledge, values and skills is one of the most significant decisions in your life. Our catalog details the curriculum and academic policies and procedures developed over many years to assure our programs meet the standards of quality, integrity, fairness and completeness that assures you a college degree which meets the highest standards of academic excellence.

However, Saint Leo College is not about policies and procedures. While these are necessary, our College is about people with a mission to educate and prepare people to make a good living and a better life for themselves and their communities. Saint Leo College was founded by Benedictine monks and nuns. We emphasize today the core Benedictine values of community, respect for all and stewardship along with the values of excellence, personal development and integrity. We work hard in all of our many locations to fulfill our mission and establish environments that manifest these values.

Saint Leo College is a larger and more complicated College than people generally realize. Our enrollments rank us nineteenth among Catholic colleges and universities in the United States of America. We are also the sixth largest provider of military higher education in the nation. We serve over 8,000 students in Virginia, South Carolina, Georgia, Texas, Florida and Madrid, Spain. We do so with the same commitment to our Catholicism, to the liberal arts and sciences as the basis of all learning, to our students learning and development and to our values. Saint Leo College puts students first in all of its considerations and promises a commitment to quality in all of its programs.

Our catalog also details many of the opportunities available to students within and outside the classroom. Please review them carefully with your advisor who is a critical component in our student first practices.

We are glad that you are here.

Arthur F. Kirk, Jr.
President

Mission Statement

Saint Leo College is a Catholic, liberal arts-based college serving people of all faiths. Rooted in the 1500 year old Benedictine tradition, the college seeks balanced growth in mind, body and spirit for all members of its community. On its home campus and many extension centers, Saint Leo College offers a practical, effective model for life and leadership in a challenging world, a model based on a steadfast moral consciousness that recognizes the dignity, value and gifts of all people.

To accomplish its mission, the college community creates a student-centered environment in which love of learning is of prime importance. Members of the community are expected to examine and express their own values, listen respectfully to and respond to the opinions of others, serve the community in which they live, welcome others into their lives and care for all of God's creation.

History of the College

Saint Leo College is a Catholic, coeducational liberal arts college of international consequence offering a four-year program leading to the baccalaureate degree and two graduate programs, one in business administration and one in education.

The College was chartered on June 4, 1889, when the Florida legislature authorized the Order of Saint Benedict of Florida to "have and possess the right and power of conferring the usual academic and other degrees granted by any college in this State." Saint Leo College was the first Catholic college in Florida and opened with the dedication of its main building on September 14, 1890.

Established initially by monks from Saint Vincent Archabbey in Latrobe, Pennsylvania, the Benedictine mission in what was formerly called the "Catholic Colony of San Antonio, Florida" was transferred to the jurisdiction of Mary Help of Christians Abbey (now called Belmont) in North Carolina in 1888. Saint Leo College and Abbey are named for its

abbot, Leo Haid, the principal founder and first president of the College.

There were 32 students in the pioneer year 1890-1891. The basic curriculum was a mix of liberal arts and commercial courses leading to the degree of Master of Accounts. Periodically, the College went through a military phase, with uniforms and required drilling, to instill discipline and order. The first Master of Accounts degrees were conferred on the pioneer graduating class of five students on June 20, 1893.

In 1920, the College was phased out as the faculty decided to focus on becoming what one longtime Benedictine called "a serious English-style prep school." It was accredited by the Southern Educational Association in 1921. After a variety of name changes (including Saint Leo Academy and Benedictine High School), the institution settled on Saint Leo College Preparatory School in 1929, and continued as such until 1964.

Reaching for a larger mission, Saint Leo opened as a college again in 1959. Its efforts were assisted by the neighboring community of Benedictine sisters at Holy Name Priory. Operating first on the associate's level, the College moved quickly to a four-year program and began to again confer bachelor's degrees on April 23, 1967. It was accredited by the Southern Association of Colleges and Schools on November 29, 1967, retroactive to include the charter Bachelor of Arts class.

In 1969, the College was reorganized when the Order of Saint Benedict of Florida transferred title and control to an independent board of trustees.

In a noteworthy broadening of its purpose, which echoed its military roots, Saint Leo responded in 1973 to requests from the armed services to offer degree programs on military bases. It is now the sixth largest provider of higher education to military-related personnel in the United States.

In December 1994, the College was accredited to offer the master's degree. Membership was granted retroactive to January 1, 1994.

Accreditation and Affiliation Statement

Saint Leo College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate's, bachelor's and master's degrees. Saint Leo College's program in Social Work is accredited by the Commission on Accreditation of the Council on Social Work Education (BSW Level). Saint Leo College has Teacher Education Programs approval by the State of Florida Department of Education. Saint Leo College holds membership in the American Council on Education (ACE), Association of Governing Boards of Universities and Colleges, Independent Colleges and Universities of Florida (ICUF), the American Association of Adult and Continuing Education, the National Collegiate Honor Society, the National Association of Independent Colleges and Universities, the National University Continuing Education Association (NUCEA), the National Association of Institutions for Military Education Services (NAIMES), Service members Opportunity Colleges, National Catholic Education Association and the Association of Catholic Colleges and Universities.

Campus Description

The campus of Saint Leo College is 40 miles north of downtown Tampa, Florida. Its rolling hills and richly wooded grounds edge on beautiful Lake Jovita. The central Florida location offers many natural advantages that attract people to live, work and study in the Sunshine State. This pleasing pastoral atmosphere can be exchanged in an hour or so for beaches and the ambience of two metropolitan areas: Tampa-St. Petersburg and Orlando.

Campus buildings unite the tradition of the past with the objectives of modern education through a combination of Spanish Florida baroque and contemporary architecture.

Saint Francis Hall houses the offices of the President, Academic Affairs, Business Affairs,

Human Resources, Institutional Advancement, Alumni and Parent Relations, College Relations, Institutional Research, Office of Information Technology, Purchasing, Accounting and Finance, and the Copy Center and Print Shop. Also housed in the lower level of Saint Francis Hall is The Nightly Grind coffee house, which offers a variety of coffees and desserts, Internet computers for student use, venues for readings and musical performances.

Across from Saint Francis Hall is Saint Edward Hall. The Office of the Registrar, the Campus Center, Teacher Recertification Program, Financial Aid, Veterans Affairs, Graduate Business Studies and Graduate Studies in Education are housed on the first floor. The rest of the building houses faculty offices.

Residence halls are situated throughout the 170 acre campus. Located on the west side of the campus is the Marmion/Snyder Resident Hall complex. On the east side of campus are four residence halls. Benoit Hall, a traditional men's hall, and Henderson Hall, a traditional women's hall, are centrally located on the college circle. Roderick Hall, in the same area, was fully renovated and reopened in December 1994 and offers suite-style living for both men and women. Each suite has four single bedrooms, two bathrooms and a living area. Residents with at least 60 credit hours may live in this hall. Alumni Hall, located next to Roderick Hall, is the newest hall housing both men and women. All rooms have a private bathroom as well as a private entrance. Students must be at least 21 years old and have at least 30 credit hours to live in this hall. Academic standing is also a consideration for resident eligibility in Alumni Hall and Roderick Hall. The Student Activities Center, which completes the complex "on the circle," is the common meeting room/social space for Roderick and Alumni residents. It is also used by commuter students between classes. It houses a large screen TV, pool and pingpong tables and study areas.

Julia Deal Lewis Hall of Science is a three-story building occupied by the Depart-

ment of Mathematics and Sciences, the Academic Support Services, the writing center, the math lab classrooms, laboratories, a science library and the Heagerty Business Suite.

The William G. and Marie Selby Auditorium, adjoining Lewis Hall at the ground and second-floor levels, is a teaching auditorium with tiered seating.

Nearby, Crawford Hall provides general classrooms. All Student Affairs and student organization offices including the office of the Vice President for Student Affairs, Career Services, Counseling Services, Health Services, Recreation, Residential Life/Housing, Student Activities, and student mailboxes for commuters and residents are located in de Chantal Hall. Student organization offices located there include the Monarch newspaper, the Golden Legend yearbook, Residence Hall Association, and the Student Government Union.

The Information and Security Office and Marian Hall where the Office of Admission is located, are found at the main College entrance.

The Cannon Memorial Library, named after long time College trustees, Daniel A. Cannon and Elizabeth Cannon, is a three-level building housing the Department of Library Services. The collection has print, audiovisual, micro-form and electronic materials. On the lower level is the Hugh Culverhouse Computer Instruction Center where there are classrooms and computer facilities, the Student

Computer Lab, which provides extended-hour service with Internet-based computers, the archives and a media resources center.

The William P. McDonald Center forms a hub for campus social activities and provides dining as well as recreational facilities. On the ground floor are The Cage, the Community Room, the Campus Book Store, and The College Snack Bar. In addition to the main dining hall on the second floor, Raleigh Greene Room and Lions Lounge provide facilities for special events, such as lectures and art exhibits. The Kent Chapel offers quiet and intimacy for meditation and small group liturgies.

The Marion Bowman Activities Center is a facility for teaching and recreation as well as the house of the offices of the Department of Intercollegiate Athletics. The main gymnasium is used for intercollegiate sports, lectures and other educational and social activities. Physical education classrooms, an athletic training room and a weight-lifting room are also in the facility. The Recreation Department operates a large heatable outdoor swimming pool and sunning deck adjacent to Marion Bowman.

Athletic fields provide venues for soccer, baseball and softball. Numerous courts are also available for tennis, volleyball, racquetball, handball, in-line skating and basketball.

The waterfront at Lake Jovita provides opportunities for canoeing, sailing, boating, lakeside cook-outs and recreational events coordinated by the Recreation Office.

Admission

Admission Procedures and Requirements

Students intending to enroll for undergraduate study at the main campus may obtain an application from the Office of Undergraduate Admission, Saint Leo College, PO Box 6665-MC 2008, Saint Leo, FL 33574-6665. Students intending to enroll at distance learning sites should refer to the Center for Distance Learning section of this catalog for Admission Procedures and Requirements.

Saint Leo College is committed to policies which assure that there is no discrimination on the basis of age, gender, race, color, creed, religion, national origin or disability. The College prohibits discrimination on the basis of disability in admission or access to its educational programs and associated activities.

Students with disabilities requiring special services should identify themselves and their needs to the Undergraduate Admission Office.

Application Timetable:

Admission to Saint Leo College

The Office of Undergraduate Admission admits only those students for whom graduation is a reasonable expectation and who are expected to make positive contributions to the College community. Students are admitted because they meet those qualifications.

Application Procedures First Time in College

1. **Applications** submitted according to the application deadlines outlined in the Application Timetable will receive priority consideration but all applications will be processed as quickly as possible regardless of date received. Applications may be obtained from the Office of Admission or on our web site.
2. An official **High School Transcript** with at least the first marking period senior grades should accompany the completed application. Final transcripts are required of all admitted students at the end of the senior year and may be requested earlier to monitor progress throughout the year.
3. The **High School Guidance**

| Classification | Application Due Reply Date | Decision Announced | Candidate |
|---|----------------------------|---|---|
| First Year - Fall Term Candidates - Spring Term | March 1* Nov 15 * | April 1 Dec 1 | May 1 Jan 1 |
| Transfer - Fall Term Candidates - Spring Term | Aug 1* Dec 1* | within 2 weeks of completing of application | within 2 weeks of notification of admission |
| International - Fall Term Candidates - Spring Term | June 1 Oct 1 | within 2 weeks of completion of application | within 2 week of notification of admission |

* Candidates may apply after dates with asterisks, but they must understand that priority is given to those who meet the deadline.

Counsel or Recommendation must be submitted to the secondary school counselor who should send the completed form to the Saint Leo College Office of Undergraduate Admission prior to the deadline.

4. An **Application Fee of \$35** sent with the completed application in the form of a check or money order should be made payable to Saint Leo College. The fee is a processing fee and is non-refundable. Guidance Counselors may submit a College Board fee waiver if the application fee presents financial hardship.
5. Scores from the **Scholastic Assessment Test (SAT)** or **(American College Testing Program (ACT))** are required of all applicants and may be submitted directly from either the appropriate testing agency or from the high school guidance counselor.
6. **High School Athletes** who wish to participate in college must receive eligibility clearance from the NCAA Clearinghouse, PO Box 4044, Iowa City, IA 52243-4044.
7. **Veterans** must submit a copy of DD-214 (Certificate of Release or Discharge from Active Duty).

Students are encouraged to visit the campus. While interviews are not required, a visit permits the candidate to talk with an admission counselor, tour the campus, visit classes, and meet faculty and students. Arrangements for visits may be made by calling the Office of Admission at 800-334-5532 in state or 800-247-6559 out of state.

The Admissions Committee suggests, as a minimum, the following distribution of 16 college preparatory academic units:

| | |
|---------------------------|----|
| English | 4 |
| Mathematics | *3 |
| History & Social Sciences | 3 |
| Natural Science | 2 |
| Foreign Language | 2 |
| Elective | 2 |

* It is strongly recommended that students

successfully complete Algebra I & II and Geometry to be considered for admission to full-time undergraduate study.

Advanced Placement

College Credit for Advanced Placement Examinations will normally be given in those subjects in which a candidate achieves a score of 3 or higher. Students may expect to receive credits in American History, American Government, European History, Biology, Calculus, Computer Science, Chemistry, English, Mathematics, Physics, Spanish and Music.

The College Entrance Examination Board advanced placement tests are given during the month of May. Information about schedules, subjects, test sites, and fees may be obtained from your high school guidance counselor or from the CEEB Advanced Placement Tests, Box 592, Princeton, NJ 08540. Upon the applicants request at time of testing, the candidate may have the scores sent directly to the College.

Early Admission

Exceptionally well-qualified students may be considered for admission to Saint Leo College after completing 3 years of high school. To be considered for Early Admission, the following is required:

1. The same credentials as a freshman candidate.
2. A strong letter of recommendation from the high school counselor or principal.
3. A letter of support from the student's parents or guardian.
4. A personal interview with the Director of Admissions.

Deferred Admission

Should an admitted candidate decide to defer admission to the following academic semester or year, a written letter of request must be submitted to the Dean of Admission and Financial Aid. A tuition deposit of \$200

must be submitted at the time the request for deferment is made. All deferment requests must be received 30 days prior to the commencement of the term.

Conditional Admit Program (CAP)

The CAP program is designed to assist entering high school students who do not meet admission requirements for Saint Leo College but who exhibit potential for success. A limited number of applicants are admitted to this structured program each semester and must:

- Attend a minimum of six to ten study hours per week by tutors and peer advisors
- Meet weekly with a faculty advisor
- Take 12 credit hours the first semester and maintain a minimum GPA of 2.0
- Agree that disciplinary violations on campus or in residence halls will be cause for immediate dismissal
- Understand while enrolled in CAP he/she is not eligible to participate in inter-collegiate athletics

Students who attain the required standards of progress by the end of the first year will proceed to the sophomore year without condition in any major for which qualified. Students interested in majoring in elementary education must meet the guidelines established by the State of Florida. (See Teacher Preparation Program) Students interested in admission to CAP are required to submit a personal statement indicating the reasons why they would be successful at Saint Leo College considering past academic performance. The statement should include a plan for academic success. A high school guidance counselor recommendation is required and an interview with the Director of the Conditional Admission Program who may require further information and writing samples. Contact the Office of Admission to arrange the CAP interview.

Transfer Students

Students transferring to the main campus program are required to submit the following materials in accordance with the schedule that appears in the Application procedures:

1. Completed applications with non-refundable \$35 application fee.
2. An official transcript from each post-secondary institution attended, mailed directly from the institution to the Office of Admission.
3. If the candidate has fewer than 24 academic credits* at a post-secondary institution, he or she will be required to submit official copies of their high school transcripts with date of graduation or GED and standardized test scores.
4. Recommendation from the Dean of Students or a current professor from the institution most recently attended by the student is also required.
5. Veterans must submit a copy of DD-214 (Certificate of Release or Discharge from Active Duty).

To be admitted as a transfer student to Saint Leo College you must be in good academic and social standing at the institution most recently attended.

* Credit will only be granted for courses in which the student received a D or higher at a regionally accredited post-secondary institution.

Education Majors

All students entering an approved Teacher Education Program must meet current State of Florida requirements. Those requirements are:

1. SAT score of 950 or ACT composite score of 20 taken within the last 5 years.
2. Maintain a 2.5 overall grade point average and a minimum grade of C in all education classes.

International Student Admission

International students are required to have all documents and credentials submitted in accordance with the schedule in the Application Timetable.

Saint Leo College recognizes all International diplomas and credits taken at accredited secondary and post-secondary institutions once all appropriate official documentation and credentials are received and translated (where necessary). Credit is granted in accordance with the National Association of Foreign Student Advisors (NAFSA) and the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Students presenting diplomas indicating academic work beyond the high school level may receive up to one year of college credit. The exact number and nature of courses granted will be determined by the registrar and the academic divisions once course syllabi, catalogues and credential translations are complete.

Financial Aid

Financial aid for United States citizens living overseas will be determined as other United States citizens, that is, by academic qualifications and the results of the Free Application for Federal Student Aid (FAFSA).

Institutional Financial Aid for international students is extremely limited. Students must show evidence of ability to pay all direct and non-direct costs of attendance. Non-direct costs include expenses not covered by tuition, room/board, and fee charges, and are such things as travel, personal living expenses, living expenses when school is not in session and when the student is unable to return home, and books. United States Immigration law requires non-U.S. citizens who are not permanent residents to submit a Declaration and Certification of Finances form as proof that assets are available to cover all costs of attendance.

English Language Proficiency

All international candidates for admission must prove English language proficiency in at least one of the following:

1. A minimum score of 550 on the Test of English as a Foreign Language (TOEFL).
2. A 450 on the verbal component of the SAT
3. Grades of B or higher in English composition courses where English is the language of instruction.
4. For transfer students, 2 semesters with grades of B or higher in English composition courses at regionally accredited post-secondary institutions in the United States.
5. Successful completion of the ESL program at Saint Leo College or other NASFA recognized ESL program.

Application Procedures

International students are required to submit the following credentials and fees:

1. Completed application.
2. \$60 application fee and \$100 credential translation fee. These fees are for processing and translation purposes and are non-refundable. Funds must be drawn on U.S. banks and made payable in U.S. dollars.
3. Standardized test scores from either the SAT I or the ACT.
4. Proof of English language proficiency by submitting qualifying TOEFL scores or by meeting other approved criteria in lieu of the TOEFL as outlined above.
5. Original or certified copies of examination results, diplomas, and course syllabi. Credentials need not be translated; Saint Leo College will accomplish translations of all documents upon receipt of the \$100 translation fee.
6. Completed Declaration and Certification of Finance.

A student visa (I-20) will be mailed to all admitted students upon receipt of a \$200 tuition deposit.

Special/Transient Students

The College is prepared to admit a limited number of applicants who wish to take selected courses for credit but who do not wish to study for a degree. Students in attendance at another college must present a statement from their Academic Dean that they are in good standing and have permission to pursue courses at Saint Leo College. A special student is subject to the same academic regulations and discipline as other students. Application for degree-seeking status should be made upon completion of 15 semester hours at Saint Leo College.

Appeal of Admission Decision

Applicants denied admission to Saint Leo College may appeal the decision by filing a written request for review to the Dean of Admission and Financial Aid within 30 days of the decision. Review of all previously submitted credentials and any other supporting documentation subsequently submitted by the applicant will be done. The applicant will be informed of the decision within 30 days of the receipt of the request for review.

Students intending to enroll for undergraduate study at the main campus may obtain an application from the Office of Undergraduate Admission, Saint Leo College, MC 2008, P.O. Box 6665, Saint Leo, FL 33574-6665.

Transfer Credit Policies

Students are classified as transfer students if they have previously registered at any other college or university, regardless of the amount of time spent in attendance or credit earned. To receive individualized information regarding the evaluation of transfer credits, students must first apply for admission and submit the application fee. Saint Leo College maintains the same transfer credit policies for the campus program and the Center for Distance Learning. The College will not provide a transcript of transfer credit until successful completion of at least one course at Saint Leo College. A student must be

currently enrolled or have met residency in order to continue to have transfer credit from other regionally accredited institutions accepted by Saint Leo College. No quality points are available for transfer credit.

Traditional Transfer Credit

Saint Leo College recognizes transfer credit only from regionally accredited institutions. Credit that was earned 25 or more years ago on the date of application to Saint Leo College will be considered on a course by course, case by case basis at the time the transfer evaluation is prepared.

The maximum number of credits that can be transferred and accepted from community or junior colleges for the Saint Leo College campus program is 64 hours.

The associate of arts degree holder may earn a bachelor's degree by electing one of Saint Leo College's majors, satisfying all degree requirements and completing a minimum of 30 credit hours with Saint Leo College, 15 of which must be in the major. After first applying all credit earned in the term of the associate of arts degree conferral and prior, all unmet Basic Studies I requirements will be considered satisfied by a transfer student who has earned an Associate of Arts degree.

The bachelor degree holder may earn a bachelor's degree by electing one of Saint Leo College's majors, satisfying all degree requirements and completing a minimum of 30 credit hours with Saint Leo College, 15 of which must be in the major. After first applying all credit earned in the term of the bachelor's degree conferral and prior, all unmet Basic Studies I and II requirements will be considered satisfied by a transfer student who has a bachelor's degree. Basic Studies III requirements will not be waived.

No quality points are awarded for transfer credit.

Permission to enroll in courses at another institution of higher education will be granted to students only in one of the following situations: (a) if the course the student wishes

to take is not offered by Saint Leo College, (b) if the student is in senior status and is required to take a particular course for graduation which is not scheduled to be offered during that student's senior year, or if the student has met residency but no longer has access to a Saint Leo College center. Prior approval to take courses elsewhere must be sought by the student in order to ensure that the course credits will be acceptable to the College and, where appropriate, would be applicable to the student's degree requirements. The students must meet with their Dean to request such an approval. Upon completion of a course taken elsewhere, the student must have an official transcript forwarded from the other institution to the Registrar at Saint Leo College.

Non-Traditional Transfer Credit

Saint Leo College recognizes non-traditional transfer credit earned or validated through the methods listed below. Saint Leo College does not sponsor an experiential learning assessment system.

Military Career Experience

Credit (up to a maximum of nine semester hours) may be granted for duration of military service based upon individual evaluations of official military records by the Registrar of the College. The following guidelines apply:

| Semester Hours | Type/Duration of Military Service |
|----------------|---|
| 2 | Enlisted Service, 1-6 months |
| 4 | Enlisted Service, 6 months to 2 years |
| 6 | Enlisted Service, greater than 2 years |
| 8 | Commissioned Officer Service up to 6 years |
| 9 | Commissioned Officer Service of more than 6 years |

Military Service Courses and Training

Credit for military courses and training may be granted, based on formal evaluation by the Registrar and credit recommendations in the guides to the evaluation of military credit published by the American Council on Education (ACE). The maximum limit upon this category of transcript credit is 24 semester hours.

Police Career Experience

Credit for training and service may be granted based upon individual evaluations of official training center certificates and/or transcripts. A maximum of 24 semester hours of transfer credit for training and police courses may be awarded if not duplicated elsewhere. State and training center certificates must be presented for evaluation. Courses of less than forty (40) semester hours will not be considered for credit. Additionally, a maximum of 12 semester hours of credit may be awarded for documented police service depending on the rank and length of service involved.

Nursing School Credit

Credit may be awarded for nursing training when verified by a copy of license and transcript of training courses and hours attended unless duplicated elsewhere. A maximum of 60 semester hours for RN license and 30 semester hours for LPN license may be awarded.

Formal Educational Programs and Courses Sponsored by Non-Collegiate Organizations

The College recognizes credit recommendations established by the American Council on Education and published in The National Guide to Educational Credit for Training Programs.

Standardized Examinations

The College recognizes the following standardized examination at the credit levels and, with specific exceptions, passing scores recommended by the respective testing services.

American College Testing Program Proficiency Examination Program – (ACT PEP)
College Level Examination Program (CLEP) – General examinations and specific subtests. Up to 30 credits may be earned through the General Examinations. Information on CLEP exams may be obtained by contacting College Entrance Examination Board, Box 592, Princeton, NJ 08450.

Defense Activity for Non-Traditional Education Support – (DANTES) and United States Armed Forces Institute (USAFI) standardized tests.

The maximum limit on standardized examination transfer credit (ACT PEP, CLEP General, CLEP Subject, DANTES and USAFI) is 40 semester hours. All such credit will be listed on the student's transcript and will not be removed once it has been transcribed.

Readmission

Campus students who voluntarily or involuntarily withdraw from the College for one or more full semesters lose degree-seeking status. Students who wish to return to the College are required to submit an application for readmission to the Registrar's

Office at least one month before the intended date of their reentry to the College. Students who have attended another institution during their absence from Saint Leo College should have all academic transcripts sent to the Registrar's Office, MC 2279, Post Office Box 6665, Saint Leo, FL 33574.

Students who have been suspended for academic deficiencies or for disciplinary reasons for one or more semesters are required to submit a written appeal and append it to their application for readmission to the Registrar.

Evaluation of the Applicant

If the application forms and other required records of the applicant are complete and in proper order, the application will be submitted to the Admissions Committee for evaluation. Admission of each applicant will be determined by the Director of Admission. The acceptance of the offer of admission by the transfer students is an agreement by him/her of the evaluation of credits accepted by the College. Appeals concerning transfer credit may be made to the Registrar.

Center for Distance Learning students will receive a formal evaluation of transfer credit after the complete application package has been received by the center. Appeals concerning transfer credit must be made through the center. The College will not provide a transcript until successful completion of course work at Saint Leo College.

Student Financial Assistance

Financial Aid for Students Attending Home Campus

Students enrolled in the Center for Distance Learning program should consult the Center for Distance Learning section in this catalog.

In addition to awarding its own institutional scholarship funds, Saint Leo College participates in State of Florida and Federal student financial aid programs. Financial aid is awarded to degree seeking undergraduate students regardless of sex, race, age, national origin, religious affiliations, disability, marital status or parental status. Federal programs require that the recipients be United States citizens or permanent residents of the United States.

Financial aid is allocated on the basis of need, good moral character and academic promise and progress. Financial need is the difference between the amount of money a student and family can provide for an education and the cost of that education. Financial need is relative to college costs and family financial strength. A student who shows need at one college may not show need at another.

Financial need is determined by the federal government on the basis of the financial information provided on the Free Application for Federal Student Aid (FAFSA). This form is available in high school guidance offices and college financial aid offices. Students who do not demonstrate need may avail themselves of numerous payment options available through the Bursar's Office. Students involved in disciplinary measures or who do not meet academic progress requirements jeopardize their eligibility for financial aid.

Since a family's financial conditions and other requirements may vary from year to year, a new financial aid application must be submitted every academic year and aid may be adjusted accordingly. Financial aid awards are not transferable from year to year, or from college to college. Saint Leo College reserves the right to adjust clerical or computational errors in any financial aid awards. For more

information regarding Financial Aid consult the Financial Aid section on the Saint Leo College Website at www.saintleo.edu.

Application Process

Students should apply for aid as early as possible. Aid applications should be filed as soon after January 1 as possible for an academic year beginning in the fall. Although aid is awarded all year on the basis of available funds, priority is given to students who have been admitted to Saint Leo College and whose aid applications are complete by March 1 for the fall semester (or October 1 for the spring semester). To obtain Saint Leo College financial aid application forms, please contact:

Office of Financial Aid - MC2228
Saint Leo College
P.O. Box 6665
Saint Leo, Florida 33574
Phone: (352) 588-8270 or (800) 240-7658

Federal and State Financial Aid Available to Students

Federal Pell Grant

All students must apply for this grant before being considered for any other kind of aid. The FAFSA is the application form to be used.

Florida Student Assistance Grant (FSAG)

This grant is available to full-time students (at least 12 credit hours per semester) who have been bona fide Florida residents for at least one year prior to the start of fall classes. The FSAG is need-based. Applicants are required to file the FAFSA. Please note - the State of Florida must have received your processed FAFSA information by May 15th in order to be eligible for this program. This means you should have filed your FAFSA before May 1st to allow for the required processing time.

Florida Bright Futures Scholarship

This scholarship is divided into three categories. 1). The Florida Academic

Scholars Award requires a minimum high school gpa of 3.5, and SAT score of 1270 or ACT of 28. 2). The Florida Merit Scholars requires a minimum high school gpa of 3.0, and SAT score of 970 or ACT of 20. 3). The Vocational Gold Seal requires a minimum high school gpa of 3.0. Applications are available through your local high school guidance counselor's office.

State Grants

Several states have grant programs which may be used at Saint Leo College. Since eligibility criteria, application procedures, and deadlines vary, it is suggested that applicants contact their respective state department of education for further details. In most cases, however, completing the state section of the FAFSA will meet most state application requirements.

Vocational Rehabilitation

Each state has a program for persons with physical disabilities. Applicants should contact their respective state's department of vocational rehabilitation for more information.

Veterans Benefits

Saint Leo College is approved for veterans administration (VA) educational benefits. Veteran students who want to inquire about eligibility for these benefits, as well as VA rules and regulations, may do so by calling 1-800-827-1000. Students who plan to attend the main campus, campus center/weekend college, or graduate programs should also contact the veteran's certifying official (home-campus) in the Registrar's Office, Saint Edward Hall, (352-588-8980).

The VA certifying official (home-campus) will not submit enrollment certifications to the VA until after the last Drop/Add date of the semester/term. Home-campus veteran students who have been approved to enroll in courses offered by a delivery system different from his or her attendance center should notify the VA certifying official (home-campus) to facilitate accurate enrollment certification.

Home-campus veterans who have been approved to take course(s) at another regionally accredited institution must also notify the VA certifying official (home-campus)

to facilitate the preparation of a Certification of Concurrent Matriculated Student form.

Veteran students at off-campus non-military and military centers should contact the VA certifying official at the appropriate center.

Federal Stafford Loan

Federal student loans are available from lending institutions (banks, credit unions) or other agencies for students who qualify. Prior to applying for this loan, a student is required to file the FAFSA to show need and establish eligibility for a Pell grant. A separate application is required for this loan program. Federal Stafford Loan applications are available from the Financial Aid Office. Recommended time to start the loan application process is at least three months prior to the beginning of classes.

Federal Unsubsidized Stafford Loan

Students who do not demonstrate a financial need for the regular Federal Stafford loan may be eligible to receive an unsubsidized Federal Stafford Loan. The Financial Aid Office will notify students regarding their eligibility for this loan program.

Federal Parents Loan for Undergraduate Students (PLUS)

This loan may be obtained by parents of undergraduate students. For more information regarding this program, please contact the Financial Aid Office.

Local Scholarships

Kiwanis Club of Dade City Joe Collura Scholarship

One scholarship is awarded annually to a Pasco Comprehensive High School graduate who exemplifies the ideals of a Kiwanian as to service and character. Saint Leo College matches the scholarship in an equal amount. Apply to the President of the Kiwanis Club, Dade City, Florida 33525.

Holy Name Priory Scholarships

The Benedictine Sisters of Florida at the Holy Name Priory of Saint Leo, Florida, offer two room scholarships each year. The Benedictine Sisters of Florida Scholarship is awarded to a junior or senior and the Sister

Caroline Maertens Scholarship to a Religion major. Students must have volunteered services to the College or the community and have at least a 3.0 grade point average. The Mother Rose Marie Easley, O.S.B., Scholarship in the amount of \$750 is awarded annually to a female resident of East Pasco County.

For information regarding these scholarships write directly to: Scholarship Committee, The Benedictine Sisters of Florida, P. O. Box H, Saint Leo, Florida 33574, by March 15 preceding each fall semester.

Warder/RAGE Scholarship

This scholarship is reserved for students who have been residents of the area east of U.S. Highway 41 in Pasco County for the last three years. Applicants must be less than 25 years old. Apply to the Financial Aid Office.

Hazel Whitman Scholarship

The Saint Leo College Community Club awards this annual scholarship to a Pasco, Hernando, Hillsborough, Polk or Sumter County resident. Apply to the Financial Aid Office.

Financial Aid Available Through The College

Aid for which application is made to the Financial Aid Office.

Florida Resident Access Grant

This fund provides non-need based tuition assistance to bona fide residents of Florida in amounts varying yearly depending on state funding.

Campus Based Federal Programs

Students must be United States citizens or permanent residents of the United States and demonstrate financial need, good moral character, and academic promise to qualify. Application is made by completing the FAFSA.

1. Federal Supplemental Educational Opportunity Grant (SEOG)

These funds are allocated as part of a financial aid package to students with exceptional need.

2. Federal Work Study Program (FWSP)

Under this program and under the Institutional Employment Program, students who demonstrate need may be placed in various positions on campus.

3. Federal Perkins Loan Program.

Students who demonstrate an exceptional need may be eligible for this low interest loan.

College Scholarships and Grants

To be eligible for a College scholarship or grant, a degree-seeking undergraduate student should be enrolled full time on the home campus. Selection is based on financial need, character, academic record, and the specific criteria of the special awards. Recipients of Saint Leo College awards (including staff scholarships) are expected to exemplify the values to which Saint Leo College is committed. Recipients are required to maintain satisfactory academic progress toward their degree and to remain in good standing with the College. Failure to meet these expectations, especially through academic or disciplinary probation, may result in loss of such an award. Students who are receiving Saint Leo College financial aid will be required to sign a statement allowing all financial aid to be applied to all direct charges for the entire academic year. Priority for awarding aid is given to students who meet priority application deadlines each year. Due to the limited number of awards, it is unlikely that a student will receive more than one scholarship or grant.

Merit scholarships for incoming freshmen include: Saint Ambrose Scholarship and Saint Brigid Scholarship. Various criteria include SAT/ACT scores and high school g.p.a. These scholarships recognize high school academic accomplishments. To renew the scholarship a student must maintain satisfactory academic progress and adhere to the Student Code of Conduct.

Saint Leo College also offers Partner School Scholarships. These scholarships are awarded

annually to students graduating from Saint Leo College Partner high schools. For information regarding the Partner School Scholarship, contact the Office of Admission. (Students are not eligible to receive the Partner School Scholarship and the Diocesan School Teachers Scholarship. Students who meet the criteria for both programs will be awarded the scholarship of higher value.)

Other grants available to Freshmen include: Saint Leo College Grant, Monarch Grant-In-Aid and the Saint Leo College Grant-In-Aid. These grants are based on need and/or academic accomplishments.

Merit scholarships for incoming transfer students include: Phi Theta Kappa Scholarship, Saint Scholastica Scholarship, Saint Ann Scholarship and Saint Clare Scholarship. These scholarships recognize academic accomplishments at post-secondary institutions. To renew the scholarship a student must maintain satisfactory academic progress and adhere to the Student Code of Conduct. Transfer students who demonstrate need may also be eligible for a Saint Leo College Grant.

Annually Funded Scholarships

These scholarships are awarded on an annual basis when funds are available. Unless otherwise stated, no separate application for these scholarships is required. A student will automatically be reviewed for potential eligibility during the regular application for financial aid. These scholarships may be funded with Saint Leo College monies, dollars from outside sources, or a combination of the two.

1. **Army ROTC Scholarships.**

All ROTC students who will be under the age of 25 at college graduation are eligible to compete for scholarships for one to three years. For additional information contact by phone (813) 974-4065 or by mail:

U.S. Army ROTC
University of South Florida
HMS 114
4202 E. Fowler Ave.
Tampa, FL 33620-8250

2. **Athletic Scholarships** are awarded to outstanding athletes who participate in intercollegiate programs. Please contact the Director of Athletics - MC2038, P.O. Box 6665, Saint Leo, Florida 33574 for more information.
3. **Diocesan School Teachers' Scholarship Program.** Awarded to student having a parent in a teaching or administrative position in a Catholic pre-school, elementary or secondary school in the Dioceses of St. Petersburg, Orlando, Venice, and Palm Beach. Students must have financial need and an SAT score ranging from 950 to 1050 depending on major. Applications are available at the schools.
4. **Diocese of Venice Scholarships.** Funds are awarded to graduates of Catholic High Schools within the Diocese of Venice, Florida. A minimum GPA of 3.0 and a minimum SAT score of 1100 or ACT score of 24 is required for this scholarship. A maximum of four scholarships are available.
5. **Eighth Semester Tuition Grant for Honors Program Students.** This grant is awarded to second semester seniors who have been a member of the Honors Program since their first semester on campus, have been in the Honors Program for three and one half years, have remained in good standing in the program, and who have a 3.5 cumulative GPA at the end of each semester.

Apply to:

Moderator, Honors Program - MC2127
Saint Leo College
P.O. Box 6665
Saint Leo, FL 33574-6665

6. **Saint Michael the Archangel Parish Scholarship.**

This scholarship provides full tuition, fees, room, board and books for a campus student from Saint Michael's Parish in Hudson, Florida. If no candidate is available, the scholarship is available to someone in another parish of the

Diocese as attested to in writing by the pastor. The scholarship is awarded to the candidate with the highest academic record and highest financial need and can be renewed.

7. **William G. and Marie Selby Scholarship Program.**

Funds are awarded to bona fide residents of Manatee or Sarasota County, Florida. A minimum GPA of 3.0 is required for this scholarship.

8. **John F. and Emma R. Spellman Scholarship.**

This scholarship is available to those who exhibit a desire to learn but cannot afford the costs involved.

9. **Military Alumni Scholarship.**

Recipient must be a dependent of a service man or woman who has either graduated from Saint Leo College or is currently enrolled in a Saint Leo College program. The recipient can not receive this scholarship and any other Saint Leo College merit aid. If a student is eligible for both, the scholarship of higher value will be awarded.

Endowed Scholarships

Unless otherwise stated, no separate scholarship application is required. A student will automatically be reviewed for potential eligibility during the regular application for financial aid.

1. **Alumni Association Scholarship Fund**

Income from this fund will be awarded to one main campus student and to one distance learning center student who meet the following criteria: a 3.0 overall GPA, be of junior standing at time of application and eligible to register as a senior in the next Fall semester; have not been on academic, conduct or disciplinary probation for the last three semesters, exhibited extraordinary interest in the Saint Leo community, and also submit the required application form, personal statement and recommendation letters.

Apply to:

Director, Alumni & Parent Relations-MC2244

Saint Leo College

P.O. Box 6665

Saint Leo, FL 33574-6665

2. **Nationsbank Scholarship Fund.**

Awarded to students majoring in business administration.

3. **Benefactors Scholarships.**

Income from the following funds makes it possible to assist deserving students with the greatest unmet financial need. Funds are in the names of: Saint Leo Abbey, Saint Charles Borromeo, J.M. Boucher, Leo Boudinet, Bertha Brown, Charles K. Campbell, David Cannon, Mary Ann Cass, Ann Cleary, the Clerf Family, Herbert K. Collier, Mary Kay Coppedge, First Union Bank, Dr. J.I. Leonard, Patrick and Margaret McCabe, Rev. John F. O'Boyle, Mary Ann Riley, Right Rev. Msgr. George T. Rockett, Evelyn Smith, Robin Stockberger, Dennis Vacenusky, and Mr. and Mrs. Benjamin Watkins.

4. **Aloysius Bolak Memorial Scholarship Fund.**

Income from this fund will be used to assist deserving students in history. Available to juniors and seniors with financial need. Applications are available in the Financial Aid Office.

5. **Charles Richard Cueto Scholarship Fund.**

Income from this fund will be used to aid an undergraduate student in the writing program. Applications are available in the Financial Aid Office.

6. **Dade City Rotary Club Scholarship Fund.**

Income from this fund will be awarded to graduates of Pasco Comprehensive High School and Pasco Hernando Community College, preferably the east campus. Recipients must demonstrate financial need.

7. **Eileen P. and Raymond Allen Fahey Memorial Scholarship.**

Income from this fund are awarded to residents of Pasco County, Florida and who demonstrate financial need. Interested applicants should contact the Development Office to be considered.

8. **Marion Elizabeth Flag Scholarship Fund.** Income from this fund will be used to assist deserving students in music. Applications are available in the Financial Aid Office.
 9. **Edward L. Flemming Memorial Scholarship Fund.** Income from this fund will be used to assist deserving students in psychology. Available to juniors and seniors with financial need. Applications are available in the Financial Aid Office.
 10. **Herman and Marie Fontaine Scholarship (Founders, Discount Auto Parts).** Income from this fund will be awarded to a qualified and deserving student.
 11. **Jeff Ganz Memorial Scholarship.** Awarded to a left-handed pitcher who is eligible and able to play on the Saint Leo College baseball team. The scholarship is renewable as long as the minimum academic standards set by the College are met and the recipient remains eligible and able to compete on the Saint Leo College baseball team.
- Apply to:
Director, Intercollegiate Athletics- MC2038
Saint Leo College
P.O. Box 6665
Saint Leo, FL 33574-6665
12. **Gilmar and Margil Scholarship Fund.** Income from this fund is awarded to one male and one female student of Hispanic origin. Requirements are demonstrated financial need and a minimum GPA of 3.0.
 13. **Jack Goddard Pre-Med Scholarship Fund.** Available to students in pre-med studies.
 14. **Raleigh W. Greene, Jr. Memorial Scholarship.** Available for undergraduate and graduate level studies.
 15. **John Peter Heatherton Family Scholarship Fund.** Income from this fund is to be used for academic scholarships.
 16. **Charles F. Henderson III Scholarship Fund.** Income from this fund will be used to assist students who show

qualities of leadership, loyalty and service to Saint Leo College and who demonstrate unmet financial need.

17. **Genevieve A. Horgan Memorial Scholarship Fund.** Income from this fund will be used to assist deserving students in history. Available to juniors and seniors with financial need.
18. **James J. Horgan Memorial Endowed Scholarship Fund.** Income from this fund will be used to assist junior and senior history students with financial need.
19. **William S. Horgan Memorial Scholarship Fund.** Income from this fund will be used to assist deserving students in history. Available to juniors and seniors with financial need.
20. **Saint Joan of Arc Scholarship Fund** Income from this fund will be awarded to a student from the Saint Joan of Arc Parish in Boca Raton, Florida.
21. **C. P. McCabe Memorial Scholarship Fund.** Income from this fund will be used to assist juniors and seniors in the Saint Leo College Department of Education who are from Pasco County, Florida, and who are of good character and demonstrate financial need. Applications available in the Financial Aid Office.
22. **New York Yankee Scholarship for Athletes.** Awarded to outstanding student of any intercollegiate sport.

Apply to:
Director, Intercollegiate Athletics-MC2038
Saint Leo College
P.O. Box 6665
Saint Leo, FL 33574-6665

23. **Robert H. Peterson Scholarship Fund.** Income from this fund will be awarded to an outstanding student at the end of the sophomore year for application against tuition costs in the junior year. The student will be chosen by the faculty of the Department of Mathematics and Sciences based upon academic achievement and financial need. Applications are available in the Financial Aid Office.

24. **Religious Education/Religion.** Income from this fund will be used to assist deserving students who are majoring in religion. This fund is made possible by the generous support of the Saint Gerard Foundation and Mr. and Mrs. James C. David.
25. **Sister Mary Grace Riddles, O.S.B. Scholarship.** Income from this fund is awarded to a Saint Leo College student with a minimum grade point average of 3.0 who demonstrates financial need and shows qualities of leadership, loyalty, and service to Saint Leo College. Applications are available in the Financial Aid Office.
26. **George Coventry and Nita Schmidt Roughgarden Fund.** Available for undergraduate and graduate level studies.
27. **Sarasota Cardinal Mooney High School Endowed Scholarship Fund.** Awarded to graduates of Sarasota Cardinal Mooney High School with a minimum grade point average of 3.0.
28. **Thomas B. Southard Scholarship Fund.** Income from this fund will be awarded to students demonstrating financial need and showing an ambition and desire to learn.
29. **Raymond L. and Mary C. Spangler Scholarship Fund.** Income from this fund will be used to assist deserving students in science, mathematics, or humanities.

Refund of Financial Aid

When a student receiving financial aid withdraws or does not return for the following semester, the student may be responsible for unpaid charges to the College. Depending on circumstances and the time of withdrawal, financial aid may be returned to the aid programs according to federal regulations.

First-time students at the College receiving Title IV aid who withdraw before the 60% point of the enrollment period (for which the student has been charged) will

receive a prorata refund as defined by federal regulations.

For more information regarding the refund process, see the Financial Information section of this catalog.

Standards of Satisfactory Progress Governing Student Financial Aid

In order to receive and retain financial aid, students must maintain satisfactory progress as defined by College Policies, State aid agencies' regulations, Guarantee Agencies, VA regulations or Federal regulations, depending on source of funds.

Federal and College Need-Based Aid for Full-Time Students. For the purpose of financial aid eligibility, every full-time student on financial aid will have his/her cumulative grade point average (GPA) and the number of credit hours completed during the academic year evaluated at the end of each spring semester. At that point, the student must have a cumulative grade point average of 2.0 and must have completed at least 24 new credit hours during that academic year in order to meet academic progress standards.

If a student enrolled for the first time in College (i.e., entered Saint Leo College with fewer than 12 college credit hours) falls below a 2.0 cumulative grade point average or completes fewer than 24 credit hours, he/she will be placed on Freshman Forgiveness. The Freshman Forgiveness program places the student in a probationary status for his/her second year and allows the student to continue to receive most federal and institutional aid for the next year.

Aid For Less Than Full-Time Students. Less than full-time students can maintain their eligibility for financial aid by successfully completing all credit hours they attempted during the academic year and maintaining at least a 2.0 cumulative grade point average.

Allowable Time. The maximum allowable time to be eligible for most financial aid programs for a full-time undergraduate student is five (5) years or ten (10) semesters. Students attending less than full-time will

be eligible for aid for semesters registered, not to exceed the equivalent of ten (10) full-time semesters.

Florida Aid. Please consult criteria as listed on each Florida aid application. Generally, there are certain State of Florida Awards which require a higher cumulative grade point average (CGPA) than the cumulative grade point averages mentioned above. Three Florida programs (Florida Student Assistance Grant, Florida Resident Access Grant, and Florida Teacher Scholarship Loan) require a cumulative grade point average of 2.0 for renewal. In addition to the cumulative grade point average requirement, a student must earn 24 hours in the previous academic year to have any of these awards renewed. The Chappie James Most Promising Teacher Scholarship requires a cumulative grade point average of 2.5 for renewal. The Florida Bright Futures Scholarship consists of the following scholarships: 1) The Florida Academic Scholars Award requires a cumulative grade point average of 3.0 for renewal. 2) The Florida Merit Scholarship requires a cumulative grade point average of 2.75 for renewal. 3) The Vocational Gold Seal Scholarship requires a cumulative grade point average of 2.75 for renewal. Incomplete grades are considered F's at the end of the spring semester. Requirements for these scholarships may change as the authorizing legislation is adjusted.

Athletic Aid. Specific academic standards described in the athletic scholarship contract must be met. For more information regarding these academic standards, contact the Athletic Department.

State Aid Other Than Florida. Most states require that recipients earn at least 24 hours each academic year and maintain a minimum cumulative grade point average of 2.0.

The Right to Appeal Loss of Aid

Whenever a student fails to make satisfactory progress, all future financial aid will be withheld, beginning with the following year. Financial aid eligibility may be

reinstated during that year on one of the following conditions:

1. Provided the student who has had extraordinary medical problems appeals to the Standards of Academic Progress Appeal Committee in writing, submitting documentary evidence, such as a copy of the hospital bill or letter from the physician, certifying that the student was unable to attend classes for a considerable length of time. Such appeal must be mailed to the Standards of Academic Progress Appeal Committee, P.O. Box 6665 MC 2228, Saint Leo, Florida 33574 within two weeks of having received notification of aid ineligibility.
2. Provided during the year for which awards were canceled, a student raises his/her academic standing to meet the standards of progress, as defined herein, through the completion of an incomplete grade or change of grade. In such cases, it is the responsibility of the student to inform the Financial Aid Office that the grade has been changed. The student may notify the office by obtaining an unofficial revised academic transcript from the Office of the Registrar and submit it to the Financial Aid Office with a request that aid be reinstated.

Summer Session

Students who do not meet the standards of progress by the end of the spring semester are encouraged to reinstate their eligibility for aid, other than State of Florida aid, for the following academic year by enrolling in the Saint Leo College summer session.

College Level Academic Skills Test (CLAST)

At the time of printing, it appears that the State of Florida will no longer mandate the CLAST test for determining financial aid. Please contact the Financial Aid Office if you have any questions regarding CLAST and financial aid. The CLAST test is still a state requirement for teacher certification.

Financial Information

College Expenses

| | One Semester | Two Semesters |
|---|----------------|-----------------|
| Tuition (12-18 hours) | \$5,495 | \$10,990 |
| One-Time Enrollment Fee | \$200 | \$200 |
| Student Accident Insurance (once a year fee) | \$50 | \$50 |
| Technology Fee | \$100 | \$200 |
| | <u>\$5,773</u> | <u>\$11,346</u> |

Tuition Rates

The charge per credit hour is \$250 through eleven credit hours. Thereafter, the following applies:

| Credits | Charge |
|--------------|-----------------------|
| 12-18 | \$5,495 |
| 19 and above | \$200 per credit hour |

Summer Session Tuition Rates

During the May Session students may take up to eight semester hours of credit for \$250 per credit hour. Room charges and meal rates will be announced.

Residence Hall Room Rates

| | |
|--------------------------------|---------|
| Marmion/Snyder Double Room | \$1,360 |
| Marmion/Snyder Double Single | \$2,150 |
| Benoit/Henderson Double Room | \$1,500 |
| Benoit/Henderson Double Single | \$2,315 |
| Roderick Room/Physical Single | \$1,915 |
| Alumni Double Room | \$1,720 |
| Alumni Double Single | \$2,545 |

A limited number of single rooms are available.

Other Fees

| | |
|---|-------|
| Application Fee | \$35 |
| International Student Application Fee | \$60 |
| International Credit Translation Fee | \$100 |
| Enrollment Fee (One-time charge) | \$200 |
| Graduation Fee (Regardless of Participation in Commencement) | |
| B.A., B.S., B.S.VV. | \$100 |
| A.A. | \$50 |
| Replacement Diploma | \$25 |
| Student Health Insurance Fee (once a year) For students who do not have adequate Health insurance | \$275 |
| I.D. or Food Card Replacement | \$10 |
| Registration/Transcripts/Withdrawal Late Registration or Payment | \$25 |
| Transcripts | \$5 |
| Next Day Air | \$15 |
| Withdrawal (each course) | \$15 |
| Reinstatement of Registration | \$15 |

| | |
|--|-------|
| Room Reservation Fee (non-refundable) | \$150 |
|--|-------|

| | |
|-----------------|-------|
| Tuition Deposit | \$200 |
|-----------------|-------|

Semester Meal Plan

The College provides a boarding program for all resident students. All resident students are required to be on the following meal plans:

Semester

| | |
|---|---------|
| Seven days/15 meals-breakfast, lunch or dinner | \$1,320 |
| Seven days/19 meals-breakfast, lunch or dinner | \$1,350 |

Linen

Resident students are responsible for supplying their own linen.

Laundry

Coin machines are available on and off campus.

Schedule of Payments

New students are to pay a \$100 non-refundable tuition deposit in accordance with payment dates announced by the Admission Office. Returning students are to pay a \$100 non-refundable tuition deposit on or before June 15 for the fall semester and on or before November 15 for the spring semester in order to have their preregistration processed.

| | Date | Amount |
|----------------------|-----------|-----------|
| Fall Semester | | |
| First Payment | July 15 | \$1,000 |
| Balance Payment | August 27 | As Billed |

| | | |
|------------------------|------------|-----------|
| Spring Semester | | |
| First Payment | December 1 | \$1,000 |
| Balance Payment | January 1 | As Billed |

Methods of Payment

Saint Leo College Deferred Payment Plan

As a courtesy to students the College offers several monthly payment plans to custom fit your budget. We offer a twelve-month early enrollment plan, which allows you to spread your payments over a twelve-month early enrollment plan, which allows you to spread your payments over a twelve-month period, interest free, starting July 1st. The standard ten-month plan allows you to spread your payments over a ten-month period, interest free, starting August 1st. The eight-month late enrollment plan is charged an annual interest rate of 10% starting on September 1st. To enroll in these plans please contact the Bursar's Office at (352)-588-8486 to have an application sent to you. Once the application is filled out, return it with the \$25 application and your first payment. Contact the Bursar's Office to determine the amount of your first payment on the eight-month late enrollment plan. A late fee of \$25 will be assessed for payments not made as scheduled. A \$20 service fee will be charged for all returned checks.

Payments may be made by Cash, Check, MasterCard, Visa, Discover Card, or American Express. If a student owes a balance from a previous semester, a parent co-signature may be required. If for any reason a student does not make a deferred payment on time, the student is to immediately contact the Bursar's Office to make arrangements for the missed payment. If the student defaults on the deferred payment plan, the Bursar will have no other choice but to put the student on financial hold. Therefore, it is imperative that the student contacts the Bursar's Office so that together, a solution may be found to the student's problem. If the student, for any reason, leaves the College with an unpaid balance, the Bursar's Office will have no choice but to hold the student responsible for any legal and/or collection fees incurred by the College in collecting the unpaid balance.

Refunds

In case of withdrawal from the College it is the responsibility of the campus student to make formal application through the Student Affairs Office before any refunds will be made. Center for Distance Learning students must notify the academic advisor at the center to withdraw from courses. Refunds are calculated on the basis of the amount payable, not on the amount actually paid.

Refunds of tuition as a result of complete withdrawal from the College are made on the following schedule after deductions for non-refundable amounts:

Tuition

| | |
|--|-------------|
| Within drop/add period | 100 percent |
| Up to 10% of the term has been completed | 90 percent |
| More than 10% and up to 25% of the term has been completed | 50 percent |
| More than 25% and up to 50% of the term has been completed | 25 percent |
| More than 50% of the term has been completed | No Refund |

Refunds of meal plans are calculated as a pro rata amount of the meals not used after the effective date of complete withdrawal from the College.

Laboratory and special course fees are 100 percent refundable if complete withdrawal from College occurs before the end of the drop/add period. After classes begin, laboratory and special course fees are non-refundable.

Other non-refundable amounts are as follows:

| | |
|--|-------------------------------|
| \$100 | Tuition Deposit |
| \$200 | One-Time Enrollment Fee |
| \$100 | Withdrawal Administration Fee |
| All Housing Costs including \$150 Room | |

Reservation Fee

Refunds for first time in college students who withdraw before 60% of the semester has been completed shall be calculated on a pro rata basis as defined by federal regulations.

Refunds of tuition for withdrawal from courses offered at any center in the state

of Georgia shall be made on the following schedule after deduction for a \$50 administrative fee:

Tuition

| | |
|--|-------------|
| Within drop/add period | 100 percent |
| Up to 10% of the term has been completed | 90 percent |
| More than 10% and up to 25% of the term has been completed | 75 percent |
| More than 25% and up to 50% of the term has been completed | 50 percent |
| More than 50% of the term has been completed | No Refund |

Appeals regarding refunds shall be submitted **in writing** to the Vice President for Business Affairs, MC2246, P. O. Box 6665, Saint Leo, FL 33574-6665.

Accounting and Finance Office Policies

1. The advance payment for each semester is non-refundable unless the student becomes academically ineligible. After classes begin, laboratory and special fees are non-refundable.
2. All regular charges are payable on or before the stated date for each term.
3. Students eligible for VA educational benefits may, under special circumstances, arrange for a deferment of tuition payments. Such deferment may be granted for one term at a time. It is the responsibility of the student to fulfill financial obligations to the College. Failure to do so may result in the student not being allowed to register in a subsequent term. Further information may be obtained from the VA certifying official (home-campus) or from the College VA certifying officials at the non-military and military centers.
4. Grants and loans administered by the College are credited to the student's account at the rate of one-half the amount of the award each semester. A student receiving an award from outside sources must present written evidence

of the amount of the award and the manner in which it is to be paid if credit is to be allowed against semester charges.

5. Students on the Work-Study Program are paid semi-monthly by check for hours worked. A portion of a paycheck may be applied toward their fees.
6. For reasons of non payment, the Bursar's Office may at times have to put a student on financial hold. Financial hold could consist of prohibiting: registration, campus housing, class attendance, meal plan privileges, and all other student privileges. If a student is put on financial hold he/she should immediately contact the Bursar's Office at (352) 588-8486.

Questions Concerning Charges and Payments

All questions from center students relating to charges and payments should be directed to the center. All questions from campus students relating to charges and payments should be directed to the Office of Finance and Accounting:

Saint Leo College
Office of Finance and Accounting, MC 2097
P.O. Box 6665
Saint Leo, FL 33574-6665
Telephone: (352) 588-8486

Financial Responsibility

No transcripts, diplomas, certificates of

attendance, or certain other official documents will be released if a student has financial indebtedness to the College. If a student leaves the College with an unpaid balance, the College will have no other choice but to hold the student responsible for any legal and/or collection fees incurred by the College in collecting the unpaid balance.

Personal Property

The College is not responsible for loss or for damage to the personal property of students. Ordinarily the insurance carried by a parent automatically provides or can be extended for this purpose. Students are encouraged to examine their current policy or to secure personal property/rental insurance. Students are also encouraged to establish bank accounts at a local bank so they do not have large amounts of cash in their rooms.

Family Tuition Reduction

Families with more than one child attending Saint Leo College simultaneously as full-time students benefit from the following tuition schedule:

Two children

10% reduction per semester per child.

Three children

15% reduction per semester per child.

Four children

20% reduction per semester per child.

The College approaches student life as a means of educating the whole person and building community on campus. Extra-curricular activities and organizations, various leadership and service opportunities, and social and recreational events are designed to provide a well-rounded education.

At the heart of educating the whole person is the development of values by which all persons can live productive and balanced lives. Saint Leo College recognizes that working with others through out-of-classroom projects, activities and events build individual leadership, promotes community on campus, creates a vibrant student life experience and strong school spirit for all. All students are strongly encouraged to become involved in campus activities and organizations.

Departments within Student Affairs are designed to assist a student's growth and development as a whole person in accordance with Benedictine values. Students are encouraged to become acquainted with these various departments including Career Services, Counseling Services, Health Services, Recreation, Residence Life, Student Activities, and the Office of the Vice President for Student Affairs.

The Office of the Vice President for Student Affairs is located in de Chantal Hall. Students with personal and campus concerns and questions should contact the Vice President or the Student Affairs staff for assistance and information. The Vice President for Student Affairs encourages active student involvement in campus events and organizations. The Vice President for Student Affairs and student affairs staff practice a student-centered, student-first philosophy of service. The student Code of Conduct, which is in place for the safety and well-being of our campus community, is enforced by the Vice President for Student Affairs. The Student Affairs staff is further involved in student life by sponsoring programs and events, planning and coordinating new student Orientation, providing leadership training and sponsoring The Nightly Grind coffee house.

Student Involvement

As active members of the College community, students are encouraged, individually and collectively, to express their views on institutional policy and matters of general interest to the student body. Students can participate in the formulation and application of institutional policy, affecting both academic and student affairs, through standing committees, Student Government Union, and numerous ad hoc committees and organizations. Students concerned with a particular issue should contact the department director or division dean.

Code of Conduct

Students are expected to display respect for individuals and their rights within the Saint Leo College community setting. Persons on the campus are expected to express themselves through conduct which does not deny other individuals the freedom to express their own individuality socially, emotionally, intellectually, and spiritually, and does not deny other individuals their rights.

The *Student Handbook*, which is provided at the beginning of each year, contains detailed information concerning student guidelines and policies, the judicial system, and disciplinary sanctions. All students are required to read, know, and abide by the College's guidelines and policies for students. Students are responsible for their behavior and the behavior of their guests at all times. Students may be suspended from the College if they are judged to be disruptive or at odds with normal standards of good citizenship. A student whose conduct on or off campus is damaging to the special interests of the College may expect disciplinary action. Saint Leo College maintains the right to dismiss or suspend any student for reasons that the administration deems to be in the best interest of the College.

Orientation

All first-year and transfer students are required to attend Orientation programs. These programs are designed to acquaint students with the campus, the academic programs, Student Affairs offices and services, College policies, the faculty, staff and administration, and the other members of the student body. Orientation provides students with the opportunity to become familiar with all College services and policies. Participation in the Orientation program sets students on a path towards academic and personal success at Saint Leo College.

The Nightly Grind

The cellar of Saint Francis Hall is the location of the student operated The Nightly Grind coffee house. A variety of specialty coffees and desserts are offered. Several Internet computers are available from 10 a.m. to 2 a.m. seven days a week. The Nightly Grind offers a venue for reading, socializing, studying, entertainment, musical performances, and communicating on-line.

Career Services

Career Services, located in de Chantal Hall, provides a variety of services designed to contribute to the development of students who are well-prepared to enter the workplace upon graduation.

Individual counseling is available through Career Services for students who need assistance with career related issues. Workshops are offered throughout the year on such topics as: developing a co-curricular transcript, interviewing and communication skills, resume preparation, and decision-making.

The **Career Resource Center**, open to all students Monday through Friday when the College is open, houses information on career planning, non-academic internships and summer employment opportunities, current job vacancy listings, employer publications, and an extensive selection of graduate school

catalogues. Computers are available for student use in accessing the Internet to "Browse the Job Web," conducting self-directed interest inventories, and preparing resumes and job search correspondence.

The **Student Employment Office**, which coordinates all federal work study jobs is also administered through Career Services.

Placement assistance is provided for graduating seniors, including the establishment of credentials files, on-campus recruiting, access to career fairs, and networking information. Graduate school application materials are also available through the Career Services. Alumni of the College are eligible for all career services.

Counseling Services

Counseling Services, located in de Chantal Hall, provides a variety of services designed to promote student mental and emotional wellness. Working closely with various departments throughout the campus community, Counseling Services provides a setting where students can explore individual concerns knowing that the content of their visits is held in strictest confidence. Students can participate in individual, couples, or group counseling. There is no further expense to students for services that include short-term personal counseling, relationship skills building, crisis intervention, referral to community-based facilities, and campus-wide presentations and workshops.

Health Services

Saint Leo College has always been vitally concerned with the promotion of good health for its students. To this end a complete medical exam, immunization records, and current immunizations are required of all full-time students.

The College has a mandatory Minor Accident and Sickness Plan for all full-time campus students. Insurance fees are listed on individual student's bills. This Minor Insurance Plan from the college cannot be waived.

Full-time campus students are also required to have a Major Accident and Sickness Plan. Students must provide Health Services with valid proof of an in-force major accident and sickness plan, which they have obtained on their own, in order to have the College's major insurance plan waived. Students must be enrolled in a plan to complete registration. Saint Leo College is not responsible for payment of any medical bills incurred for treatment of accident or sickness.

Health Services is located in de Chantal Hall with a full-time nurse employed by the College. The services offered are available to students on a voluntary basis. Students with unusual health records or special needs are urged to maintain the services of their own physicians and healthcare providers. The nurse will see students with illnesses and/or injuries and will make referrals.

Recreation

Saint Leo College believes that recreation provides a special contribution to a holistic education. The Recreation Department, located in de Chantal Hall, has four divisions: Intramurals, Lakefront activities, Pool activities, and Outdoor Recreation.

The Intramural Sports Program provides an opportunity for all students, faculty and staff members to participate in organized recreational competition. Structured leagues and tournaments are offered in a variety of sports. Some of the sports offered are soccer, softball, volleyball, flag football, tennis, cross country running, golf and swimming. Students also have the opportunity to attend regularly scheduled officials' clinics for each sport which provides them with the qualifications necessary to work as a referee.

Saint Leo College is located directly on Lake Jovita. Many activities are offered that involve this beautiful natural setting. Basic sailing lessons are conducted regularly during the school year. The picnic facilities and a sand volleyball court bordering the lake are frequently used for student events. Pedal boats, canoes and sailboats are available for

student use free of charge.

The outdoor swimming pool is open on a daily basis nine months of the year. Lifeguard training and the Water Safety Instructor courses are offered every semester. Students with lifeguard certification are eligible to work at the pool.

Fully equipped weight rooms are available for student use on a daily basis. Students can choose between a full line of Nautilus equipment and free weights in several campus locations.

Outdoor Recreation is a multi-faceted program that offers to the Saint Leo Community many opportunities for adventure. There are many activities and trips planned throughout the school year. These activities include sea kayaking, day hikes, overnight camping, indoor rock climbing, canoeing, biking and horseback riding..and that's just in Florida. The entire southeastern United States provides the backdrop for an unlimited amount of outdoor adventures. Imagine whitewater rafting down a class III/IV river; or backpacking on the Appalachian Trail. If you are looking for challenge, fun, thrills, and an experience you will never forget, check out Outdoor Recreation. There is an Outdoors Club for students interested in the opportunity to learn the skills necessary to lead adventure trips and to embark on adventures of their own. Afternoon instructional workshops are also scheduled during each semester. Learn the basics of canoeing, kayaking, back-country cooking, Leave-No-Trace wilderness principles, and more. When you're ready to hit the trail on a trip of your own, let the Recreation Department meet some of your equipment needs with our outdoor Equipment Rental Program. Our expanding inventory includes tents, stoves, lanterns and backpacks. Check us out and we'll set you up!

Residence Life

The purpose of the Residence Life program is to work collaboratively with students, staff,

and faculty in the creation of a caring living-learning environment. At Saint Leo College, students have the unique opportunity for personal growth within a supportive and safe environment. Residence hall living offers new personal freedoms, and therefore, new and challenging responsibilities. Through the creation of residence hall communities, students are encouraged to appreciate and respect the rights and privileges of others while simultaneously living within the established policies of the College. In addition to this greater sense of community and personal responsibility, the College encourages the individual choice of personal lifestyle and behavior, with the realization that ALL students will be treated as mature adults and held accountable for their respective actions.

There are a variety of on-campus housing options available to our students depending upon their grade point averages, year in college, and earned credit hours. Marmion Hall is designated as the first-year female residence hall, while Snyder Hall houses all first-year male students. These two halls are joined by a common lounge area. They are designated as our First-Year Experience halls in an effort to provide first-year students with a holistic education and introduction into the Saint Leo College community. Henderson Hall (all female) and Benoit Hall (all male) are traditional residence halls for all upper class resident students. Roderick hall is also for upper class students and provides suite style living with private bathrooms and bedrooms. Students selecting this housing option must be in good academic and discipline standing with 60 or more credit hours completed. Alumni

Hall provides private rooms and baths for both double and single occupancy for students 21 years-old or older who are in good academic and discipline standing with 30 or more credit hours completed. Although every effort is made to honor individual preference of roommate and residence hall, the College reserves the right to make all final housing assignments.

Saint Leo College considers the residence experience to be an integral aspect of the student's holistic education and personal development. Given this philosophy, all full-time students (12 or more credit hours) are required to live on the main campus. Exceptions to the residence requirement are made for those students living and commuting from the residence of their parent(s) or legal guardian(s). Exceptions can also be requested by married students, veterans, non-traditional students, or senior students who have earned over 90 credit hours. Students wishing to request an exemption from the residence requirement should do so in advance, **in writing**, to the Director of Residence Life.

The residence halls are staffed by live-in professional Hall Directors who are specifically trained and dedicated to the service of students and the promotion of their growth as individuals. Assisting the Hall Directors are our student Resident Assistants who also provide a valuable resource to the College community. Together, the Residence Life staff provides a wide variety of events, programs, and activities designed to suit the diverse needs and interests of our students. The staff is accessible and available to assist and challenge residents as they work to create a strong community of contributors and leaders

in each residence hall. A Residence Life professional staff person is on duty for the campus 24 hours a day while the College is in session.

More detailed information concerning Residence Life and its services, policies, and programming can be found in the *Student Handbook* which is distributed to students each academic year.

Student Activities

The Office of Student Activities is devoted to encouraging student participation in campus events and organizations in an effort to further educate the student as a whole person. The Student Activities Office sponsors campus events and advises campus organizations regarding their event planning. Campus organizations include the Student Government Union, which is the governing group representing the student body and produces campus events. Service organizations, Greek chapters, and academic and social clubs are also active on campus. The Student Activities Office issues a monthly calendar of campus events. The goal of the Student Activities Office is to provide a wide range of opportunities for student involvement and to appeal to the interests of our diverse student body thus creating a vibrant campus life for students.

Meal Plan

The College provides food service on campus during the Fall and Spring Semesters, and resident students are required to be on a meal plan. Two meal plans are available for resident students. Day students may also select a meal plan by contacting the Student Affairs Office. Meal plan exemption requests are considered on a case-by-case basis, and must be submitted, **in writing**, to the Office of the Vice President for Student Affairs. Additional food services are provided by The Cage, located on the lower level of the McDonald Student Center.

Motor Vehicles on Campus

All students are eligible to register and use motor vehicles as long as they comply with the College traffic regulations. Vehicles must be registered with the Safety and Security Department. There is a registration and parking fee payable to the College at the time of registration. A current valid operator's license, a current copy of vehicle registration, and proof of insurance are prerequisites for vehicle registration.

Alumni Association

The Saint Leo College Alumni Association offers membership to all graduates of Saint Leo College, Saint Leo College Prep School and Holy Name Academy. Additionally, any former student who attended at least one year and whose entering class has already graduated is welcome as a member. There is no charge for membership.

The Alumni Association is governed by an elected Board of Directors that meets three times a year. There is an annual meeting of the Alumni Association each year during Reunion/Homecoming and all alumni are encouraged to attend.

The Alumni Association is an active organization that connects alumni with each other and with the College. Alumni gather regionally around the country throughout the year at alumni events. Alumni also gather at Saint Leo College in Saint Leo, Florida each spring to celebrate class reunions.

The Office of Alumni & Parent Relations supports the Alumni Association, provides the link between alumni and the College, and maintains alumni records. To update your alumni information, please call 352-588-8994, E-mail: alumni@saintleo.edu, or write Alumni & Parent Relations, Saint Leo College, MC2244, P.O. Box 6665, Saint Leo, Florida 33574.

For Pastoral Ministry and Dialog with Culture

The Stewardship Center: *for Pastoral Ministry and Dialog with Culture* is the locus for the Office of College Ministry serving the Saint Leo College community in their personal, spiritual and intellectual growth within the environment of higher education. While attending to the pastoral and spiritual needs of the individual students, faculty and staff, it also engages and challenges the community to a broader intellectual discourse through the education for social concerns and the formation of a Christian consciousness.

The Office of College Ministry supports the college community's quest for spiritual maturity through worship, sacramental preparations, education, service and leadership by providing professional ministerial staff.

With the integration of the arts, poetry, religious thought and cultural concerns in the form of lectures, forums, presentations, exhibits, trips, and other participatory activities, we hope to heighten the awareness of ones own center within while empowering the community to respond in an exchange of ideas and community service.

Believing that all are empowered by the Spirit, we encourage everyone to recognize and use their gifts for the welfare and care of each other and all God's creations in an ecumenical and compassionate environment.

As a community of faith centered in Christ, we find our roots and convictions within our Catholic and Benedictine intellectual and spiritual traditions. Such traditions compel us to be sign and sacrament within our world today that is witnessed through living the values of hospitality, reverence, respectful listening, reconciliation and stewardship.

Office of College Ministry and The Stewardship Center is here to:

- Make the liturgical life of the campus come alive for the College community.

- Provide retreat experiences.
- Assist in community service programs both on and off campus.
- Provide spiritual direction.
- Provide educational programs to deepen awareness of God, self, and others.
- Provide student chaplaincy training and ministry.
- Provide and encourage residence hall programs.
- Provide individual counseling of either spiritual or personal nature.
- Provide and encourage Bible study and prayer groups.
- Provide pastoral care in times of illness, death in family, and/or death of friend(s).
- Provide ecumenical prayer services, penance services, regular liturgies, Sunday, weekdays, and on other Holy Days or special event days.
- Provide opportunities to explore our Catholic/Benedictine heritage.
- Provide sacramental preparation for marriage and other sacraments through the Rite of Christian Initiation for Adults (RCIA) including Baptism, Confirmation, Eucharist and Reconciliation.
- Provide opportunities for participation in volunteer missionary experiences in developing countries and the United States throughout the year.
- Welcomes you and invites you to be at home.

The Office of College Ministry and the Stewardship Center is staffed by a full-time Campus Minister and a Campus Chaplain.

The Student Chaplain Program provides an expanded pastoral presence through peer ministry.

Blessed Sacrament Chapel located in the McDonald Center provides a quiet and holy place where anyone can pause and spend some time in reflection and personal prayer. Weekday Masses are celebrated here as well as a weekly Scripture Service.

Intercollegiate Athletics

The Intercollegiate Athletic Program is conducted under the auspices of Saint Leo College, the Sunshine State Conference and the National Collegiate Athletic Association, Division II. The College offers competition for men in cross country, soccer, basketball, baseball tennis and golf for women in cross country, volleyball, basketball, softball (fast pitch), tennis and golf.

In order to participate in intercollegiate athletics, students must be free from academic or disciplinary probation. Students must ensure that professors are informed in advance of their scheduled absences. This may be accomplished by providing each faculty member with a list of scheduled dates of absences. Freshmen and transfer students must qualify for athletic participation under the NCAA By-law 14.3 as follows:

Successfully complete a high school core curriculum of a least 13 academic courses including at least three years in English, two years in Mathematics, two years in Social Science, and two years in natural or Physical Science (including at least one laboratory class if offered by the high school), two years additional core classes as well as a 820 combined score on the SAT verbal and math sections or a sum score of 68 on the ACT.

To provide each student the opportunity for physical activity, the College has an Activities Center that features a gymnasium with two basketball and volleyball courts, and a weight-training room.

In addition to the Activities Center, there are outdoor lighted racquetball and tennis courts; a lighted baseball field; an outdoor basketball court and soccer and softball fields. A commercial 18-hole golf course is adjacent to the campus.

Academic Affairs

The Saint Leo College academic program provides each student with a well-rounded education based in the rich traditions in the Liberal Arts and Sciences. To achieve our goal, all students begin their academic program under the careful guidance of a faculty advisor. Faculty advisors are assigned to students beginning in the first semester of their freshman year. The faculty advisor is a mentor guiding students through the selection of courses and helping them think through career choices.

Each student completes a liberal arts based general education program (Basic Studies). The goal of the Basic Studies program is to provide students with a breadth of knowledge based in the Liberal Arts and to provide them with developed skills in communications, computation, analytical reasoning, and problem solving. By the end of the sophomore year, each student selects a major. Through the major, students have the opportunity to master an area of learning that interests them. Carefully guided by faculty advisors, Saint Leo students link their undergraduate studies to their career goals.

To help students better accomplish that end, we urge each undergraduate to pursue practical experiences related to their major and their career interests. In the sciences, such practical experience is often found in the laboratory. For students thinking of graduate school, the kind of practical experience and training that best fit their needs is often a research project developed in close collaboration with a faculty member and conducted throughout the student's senior year. For students who plan to begin work immediately upon graduation, an internship in their chosen field is a good way for them to develop skills that they will need in the workplace. In each case, the individual student works with a faculty advisor to make a choice that makes sense to them.

Special Academic Programs

Honors Program

The honors program serves the special needs and interests of highly motivated and academically talented students, providing them with an opportunity to reach their potential for leadership both inside and outside the classroom.

The program offers academic challenge and discipline through an integrated sequence of courses, supplemental academic and cultural activities, and entry into a community of scholars. These features provide honors students with an enriched and cohesive liberal arts education.

Through their studies, honor students are able to enjoy the experience of analytical thinking, independent learning, intellectual discussion and critical expression. The honors curriculum covers Western civilization from its origins to the present. It consists of an integrated sequence of six courses plus two research courses:

| | |
|--------------------------------|--------|
| HON 150 | |
| The Classical World View | (3 Cr) |
| HON 151 | |
| The Christian Vision | (3 Cr) |
| HON 250 | |
| The Humanistic Tradition | (3 Cr) |
| HON 251 | |
| The Scientific Revolutions | (3 Cr) |
| HON 350 | |
| The Human Condition Reexamined | (3 Cr) |
| HON 351 | |
| The Modern World View | (3 Cr) |
| HON 498 | |
| Honors Research Methods | (1 Cr) |
| HON 499 | |
| Senior Honors Project | (3 Cr) |

The program is for the most part not an addition to the usual course of study but is another way for students to earn their bachelor's degree. Honors courses may be substituted for Basic Studies requirements as follows:

| | |
|---------|--|
| HON 150 | History, Political Science, Sociology, or Philosophy |
| HON 151 | Religion or Philosophy |
| HON 250 | Fine Arts or Literature |
| HON 251 | Science or Philosophy |
| HON 350 | Psychology or Sociology |
| HON 351 | Literature or Social Science |

Moreover, with the appropriate academic dean's approval, the research courses may satisfy upper-division major requirements.

The honors program is affiliated with the National Collegiate Honors Council, an organization of over 200 colleges and universities that serves as the national organization for honors programs. In addition, Saint Leo College participates in the Southern Regional Honors Council which is an affiliate of the National Collegiate Honors Council. In recognition of outstanding academic achievement, Saint Leo provides an Eighth Semester Tuition Grant for students who complete the honors program and meet the Grant's requirements. The Grant is awarded in an amount sufficient to cover the eighth semester tuition costs of a maximum of 17 semester hour credits for which students do not have applicable financial aid. To receive the Grant, students must remain in good standing in the honors program through three and one half years at Saint Leo, maintaining a 3.5 cumulative grade point average.

The admission requirements to the program are usually a high school grade point average of 3.0, a TSWWE score of 50, and a combined SAT score of 1,100 or an ACT score of 24. Students who complete the freshman year with a 3.25 or higher grade point average may also be invited to join the program.

For further information and application forms, contact the:
Director of the Honors Program, MC 2127
P. O. Box 6665
Saint Leo College
Saint Leo, Florida 33574-6665.

Student Honor Societies

The Saint Leo College student honor society, Delta Nu, is a member of the Delta Epsilon Sigma National Scholastic Honor Society, which was founded in 1940 for students, faculty and alumni of colleges and universities with a Catholic tradition. The purposes of the society are to recognize academic accomplishments, to foster scholarly activities and to encourage a sense of intellectual community among its members. To be eligible for membership, a student must have acquired 60 credit hours, be able to demonstrate leadership and service to others, and maintain a grade point average of 3.50.

The Alpha, Alpha, Alpha chapter of Sigma Tau Delta, the International English Honor Society, was chartered in 1990 to brevet distinction upon undergraduates, graduates, and scholars in academia, as well as upon professional writers who have recognized accomplishments in linguistic or literary realms of the English language. To be eligible for membership, a student must have earned at least 45 hours of college credit, a minimum of two college courses in English language or literature beyond the usual requirements in freshman English, and a grade point average of 3.50 or better overall and in English.

The Psi Chi is the National Honor Society in Psychology, founded in 1929 for the purpose of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology. Psi Chi is a member of the Association of College Honor Societies and is an affiliate of the American Psychological Association and American Psychological Society. Psi Chi functions as a federation of chapters located at more than 875 senior colleges and universities in the USA. The Saint Leo Psi Chi

Chapter was founded in 1997. The National organization's requirements for membership are: 1) Completion of at least 3 semesters of college; 2) Completion of 9 semester hours of psychology courses; 3) Registration for a major or minor in psychology; 4) Undergraduate overall cumulative GPA of 3.00 and rank in upper 35% of their class (sophomore, junior, or senior) in general scholarship. Upper 35% "generally" equates to a GPA of at least 3.7 or higher for Weekend College students. Students also must have a 3.00 GPA in psychology courses.

International Education/ Study Abroad

At Saint Leo College, we believe that all students can improve their education by gaining an international perspective. The best way for students to understand cultural differences and gain a global perspective is by studying abroad. For those interested in international business or government, a study abroad experience is particularly important.

To help our students, Saint Leo has acquired the College of International Studies (CIS) located in Madrid, Spain. CIS provides courses in English and Spanish for undergraduates from colleges throughout the United States. Students from Saint Leo join students from American University, Duke University, Hobart William Smith Colleges, Endicott College, Bentley College, the State University of New York, Ithaca College and other U.S. Colleges and Universities to immerse themselves in the Study of Spain. Students at CIS live with Spanish families in Madrid and follow a rigorous academic program for a semester, summer, or full academic year. Saint Leo students studying at CIS register for their courses at Saint Leo College, earn full credit for their studies, have their grades appear as a regular part of their academic transcript, and receive financial aid.

In addition to our program in Spain, students interested in studying abroad have the opportunity to study or complete

internship programs in England and Ireland or to study in France and Italy.

For further information regarding study abroad opportunities, students should contact their Advisor or the Vice President for Academic Affairs.

Individual Studies

It is the College's position that the preferred course delivery format is a regular classroom setting where a group of students and the faculty member engage in interactive dialogue. This classroom format fosters a high degree of meaningful learning. This is particularly true in some courses, such as senior seminar or capstone courses. Moreover, this format is usually more effective for a student who has previously attempted but failed to pass a course. In other situations, however, it may be appropriate to deliver a course as a directed study. In these cases, the student will meet with the faculty member on an individual basis usually, once a week, to complete the course requirements.

A request from a student for directed study is approved by the Division Dean or the Center Director only when resources are available to accommodate the request. Generally, students pursuing directed studies meet the following criteria:

1. The student is in his or her last term of three or fewer courses and a required course is not being offered in that term at an accessible Saint Leo College location.
2. The student is enrolled in his or her last term of three or fewer courses and a scheduled required course is canceled because of inadequate enrollments.
3. The student has a physical disability which prevents him or her from attending a required course held in an inaccessible classroom and the class cannot be moved to an accessible classroom.
4. The student and faculty member develop a course which enriches the student's academic program.

The College also offers another type of individual study, which is an independent study. In this type of course, the student pursues a subject under the direction of a faculty member, using such support materials as video tape, computer disk, written text, or combinations thereof. On completion of the prescribed work, the student reports to the faculty member and is graded either on a paper, project or written examination.

Both types of courses are recorded by title followed by the initials DS. Students using VA benefits or some other types of financial aid may not receive full benefits or aid for courses with a DS designation.

Preprofessional Studies

Basic preprofessional courses leading to graduate study or to entrance into professional schools are offered in a number of fields including law, medicine, dentistry, osteopathy, nursing, social work, veterinary science and others. Preprofessional advisors work closely with students to explore opportunities in professional schools and to select courses that will help students reach their goals.

Students who expect to use the liberal arts as a foundation for more specialized study at another institution are advised to consult an advisor in their special field of interest for a suggested outline of required subjects, and also to consult the catalog of the institution where they intend to continue their studies. Requirements are fairly uniform within a given field but do vary somewhat among professional and graduate schools.

Military Science

Army ROTC (Reserve Officer Training Corps). The Department of Military Science for Army Reserve Officers Training Corps (ROTC) was established to select and prepare students to serve as officers in the Regular and Reserve components of the United States Army. The curriculum is designed to develop the students' leadership potential as well as

improve the students' planning, organizing, and managerial skills.

Army ROTC training is divided into two phases: The first two years constitute the Basic Course, the last two, the Advanced Course. The Department offers both a four and a two-year program, each leading to a commission as a second lieutenant in the United States Army. The four-year program requires completion of the Basic Course, a six-week field training course, and the Advanced Course. The two-year program allows academic juniors to enter the Advanced Course and to be commissioned as a second lieutenant in two years. Students with prior active military service or previous training at military schools may exempt some or all of the Basic Course. Students with questions concerning the various options should contact the Professor of Military Science for more information. Army ROTC training is offered to both men and women students and provides free uniforms and textbooks. Enrollment is open to qualified students at all levels, including graduate students. Offerings are published each semester.

Scholarships are awarded on a competitive basis in engineering, nursing, physical science, business, social science and other fields. The scholarship pays for tuition, books, lab fees, and certain other academic expenses.

All Advanced Course and scholarship students receive \$150 per month for subsistence. This is in addition to the pay of approximately \$700 which the students receive while attending the six-week field training course at the Summer Advance Camp.

Adventure training at the Airborne School, Air Assault School, and the Northern Warfare School is available to both Basic and Advanced Course students during semester breaks.

Adventure training is also available during the academic year. Other training is also available during the academic year. Other training includes survival skills, hand combat, rappelling, escape and evasion, orienteering, etc.

Basic Course: The Basic Course consists of four semesters of classroom instruction of one hour each week. Students incur no

military commitment by participating in the Basic Course. Any prior military service, Reserve or National Guard Basic training, or other ROTC training may qualify for full or partial completion of the Basic Course.

Advanced Course: The Advanced Course is designed to prepare the student who desires to be a Professional Army Officer for duty, either Reserve, National Guard, or Active Army. The training consists of four semesters of classroom instruction of three hours each week, lab, field training exercises, and a six week training phase at Summer Advanced Camp.

The newly commissioned officer can be guaranteed Reserve or National Guard duty, or compete for an Active Duty commission. Prior to commissioning the student may request duty as a pilot in the Army Aviation field, or serve in the fields of medical, personnel, administration, law, management, law enforcement, engineering, combat arms, or select duty from a list of many more opportunities.

Requirements for Army ROTC

Commissions: Students who desire to earn a commission as a second lieutenant in the United States Army must meet the following requirements; four semesters of the ROTC Advanced Course, successfully complete the Professional Military Education Courses (written communication skills, computer literacy, and military history), attend Advanced Camp, maintain and graduate with a minimum of a 2.0 GPA, pass the Army Physical Readiness Test and meet the height and weight, and other requirements of the United States Army.

Academic Resources and Support Services

Academic Advising

All degree-seeking transfer students are provided with a formal evaluation recognizing transfer of credit and specifying associate

degree requirements. When a student declares an associate or baccalaureate degree major, the College prepares a program outline specifying the degree requirements. Every student is assigned to an academic advisor who is responsible for working with the student to plan a program of study. While advisors work closely with students, the student remains responsible for meeting all of the graduation requirements.

Academic Support Services

Saint Leo College is committed to policies which provide an equal opportunity for full participation of all qualified individuals with disabilities. The College prohibits discrimination on the basis of disability in admission or access to its educational programs and associated activities. Appropriate auxiliary aids and services to accommodate the needs of individuals with disabilities are coordinated through the Office of Academic Support Services. Students with disabilities who require accommodation should contact the office as soon as possible. Students seeking accommodations are responsible for providing the College with documentation of their disabilities.

The Writing Center

The Writing Center is designed to help students improve the quality of their writing in all of their courses. Students, regardless of class standing and rank, can visit the Writing Center for assistance at all stages of the writing process: pre-writing, writing, rewriting and editing. They may either drop in during center hours or may be referred by a professor.

The Math Lab

Like The Writing Center, The Math Lab is a place for students to go for help. All students may go to the lab to receive assistance on Math related work and assignments.

Intensive English Program: English as Second Language

The Intensive English Program offers three levels of intensive English as a Foreign or Second Language. The duration of each level is one academic semester running during fall, winter, and summer terms.

The curriculum includes conversational English, academic writing, grammar, academic vocabulary, idiomatic English, and verbal skill improvement. Specialized language training, such as Language for Special Purposes, can be available in such areas as Health Science, Environmental Studies, Business, Hospitality and Tourism Management.

Computer Instruction Services

Saint Leo College encourages students to gain a knowledge of computers. The College provides facilities and instruction to prepare students to be effective computer users. The Computer Instruction Center is the focal point of education in computer information systems. It has two large state-of-the-art microcomputer classrooms and is the center for all laboratory studies. Additionally, computer access is provided through an up to date computer lab housed in the library, residence halls where every room has two ports for computer users, and at other locations on campus.

The Department of Library Services

The Department of Library Services' primary mission is to provide materials, information resources, and services needed by students pursuing their education and seeking an understanding of themselves and their world. The library staff assists students and faculty wherever located in using knowledge available in a variety of formats – print, microfilm, audiovisual, and electronic media. Librarians aid faculty instruction by providing materials which support the curriculum and by

teaching classes in library use. The goal is to produce a student who can function successfully in an increasingly complex world of information.

In providing library support to off campus students and faculty, field librarians and campus staff offer direct telecommunications along with other services. They also facilitate use of libraries located near teaching sites.

The three-level Cannon Memorial Library building housing the Department provides a welcoming environment for both individual and group study. The modern fully automated library maintains a media services and resource center supporting the instructional program. On the lower level is the Hugh Culverhouse Computer Instruction Center where classes and computer access is available. An Instructional Materials Collection on the second floor supplies special resources for students majoring in education. College archives and the office of the archivist are also located in the library.

In addition to print volumes, the library subscribes to current periodicals. Reference and information services are enhanced by many CD-ROM and on-line resources including access to OCLC databases and the Internet.

The library's collection is strengthened by participation in networks and cooperatives permitting interlibrary loan exchanges throughout the United States. The library is a member of OCLC, Inc./SOLINET, the Tampa Bay Library Consortium, the Florida Library Information Network, and the Library Information Resources Network.

Academic Regulations

Academic Term

The campus academic program and some distance learning centers follow the semester system during the academic year. The campus undergraduate program continues in a five-week (May-June) Summer Session. The typical on-campus course load during the

academic year is five courses per semester. The normal student course load for the Summer Session is two three-credit courses. Enrollment in the Summer Session is optional. Hospitality and Tourism Management students enrolled in RHM 425 Hospitality and Tourism Management Internship I, RHM 426 Internship II, or RHM 427 Internship III during the Summer Session are considered to be taking a full-time schedule even though only three semester hours are awarded for completion.

Several distance learning centers also offer a 14-week Summer Session. The military centers offer five terms during the academic year, starting in early August and ending in the last week of July.

Registration

During fall and spring semesters, continuing students are expected to meet with their advisors, select courses and register for the next semester. Time is set aside during October and March to enable students to plan schedules effectively and to provide students with intensive personalized advising. All new students register during orientation periods.

The College offers degree programs on campus, and externally through the Center for Distance Learning. Students enrolled in any one of these programs may formally request permission to enroll in courses in either of the other programs. The request should be directed to an academic advisor in the program in which the student is enrolled.

Course Load and Overload

Full-time students enroll in between 12 and 18 credits during the fall and spring semesters. The typical full-time course load is five courses.

Students who wish to enroll in 19 or more credits during any term should be in their junior year, have a minimum 2.50 grade point average, and have the written approval of their academic advisor and academic dean.

A tuition fee is charged at the rate of \$200 per credit for 19 or more credits taken during any semester.

Audit

Students sometimes choose to audit courses to expand their knowledge and enrich their education. Auditing students are expected to attend class regularly and to prepare all materials for the class. No tests or examinations are required, no credit is registered and no grade is given.

Full-time students may audit a course only on a space available basis and only with the permission of the faculty member teaching the course. Part-time students or visitors may audit a course if space is available and if the course instructor approves. Visitors and part-time students are assessed an audit fee of \$200 per credit hour. Full-time students do not pay a fee for audited courses.

Classification of Students

Students are classified according to the number of credits earned. Listed below are the requirements for the respective classifications:

Freshman - a student with fewer than 30 earned credits.

Sophomore - a student with at least 30 and fewer than 60 earned credits.

Junior - a student with at least 60 and fewer than 90 earned credits.

Senior - a student with at least 90 earned credits.

Special - a non-degree-seeking student.

Class Attendance

An educational program centered on classroom instruction is predicated on the concept of regular class attendance. In support of this concept:

1. Faculty members must include a course attendance policy in their syllabi.
2. Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings, particularly their scheduled classes immediately preceding and following the Thanksgiving, Christmas and spring breaks. **Judgments regarding what constitutes**

reasonable cause are the prerogative of the individual faculty member.

3. Minor children of faculty or students are not permitted in the classroom during regularly scheduled class meetings.
4. Should a student be required to miss a class for reasons beyond his or her control, it is the student's responsibility to notify the faculty member promptly. Faculty are required to keep attendance records for compliance with various federal regulations. Student absences may have a deleterious effect on the student's grades or continuing eligibility for financial assistance. Students whose attendance becomes unsatisfactory to the extent of adversely affecting their course performance may incur academic penalties as applied by the faculty member.
5. In the case of absences caused by College sponsored activities, students are allowed to make up such portions of work missed, including examinations, as the faculty member deems necessary. **Students are expected to make necessary arrangements before the planned absence from class and are responsible for all material covered during their absence.**

Academic Honor Code

As members of an academic community that places a high value on truth and the pursuit of knowledge, Saint Leo College students are expected to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Unless otherwise specified by the professor, students must complete homework assignments by themselves (or if on a team assignment, with only their team members). If they receive outside assistance of any kind, they are expected to cite the source and indicate the extent of the assistance. Each student has the responsibility to maintain the highest standards of academic integrity and to refrain from cheating, plagiarism or any other form of academic dishonesty.

Academic dishonesty is representing another's work as one's own, active complicity in such falsification, or violating test conditions. Plagiarism is stealing and passing off the ideas and words of another as one's own or using the work of another without crediting the source.

The College will hold students responsible for safeguarding their work against plagiarism by others. For example, papers left on hard drives or floppy disks are easily copied, and when two or more students submit papers that are essentially the same, it is often impossible to determine which version was written first and which was plagiarized. In cases of this nature, the actions of both students will be reviewed by the Academic Standards Committee and appropriate sanctions may be awarded to one or all students.

Questions of academic honesty are of great importance to Saint Leo College. Infractions are addressed by the Office of Academic Affairs. When there is a reason to suspect that a student has violated either the College's policy on academic honesty or the classroom faculty member's specific codes as outlined in the course syllabus, the faculty member must, in person and if possible, in private, discuss the charges and the evidence with the student. Without taking any punitive action, the faculty member will submit a written report as soon as possible to the Academic Standards Committee for the home campus or the center director in the Center for Distance Learning program. The report of the faculty member will normally include these points:

1. The faculty member's charge against the student.
2. The evidence supporting the faculty member's charge.
3. A summary of the discussion between the student and the faculty member, including any admission or denial of guilt by the student.

Upon receipt of the faculty member's report, the Academic Standards Committee or an ad hoc committee appointed by the center director for the Center for Distance Learning, will schedule a hearing and inform the student,

in writing, of the date and time of the hearing. The Committee will also enclose copies of the faculty member's report.

A student is not permitted to withdraw from a course while the infraction is under investigation. The student is required to attend the hearing.

If the student does not attend the hearing, the Committee will render a default judgment with appropriate sanctions.

After reviewing the evidence and hearing the argument of both parties, the Committee will render a decision on the charge and determine any sanctions that are appropriate.

The sanctions for academic dishonesty such as cheating on an examination, plagiarism, forgery of academic documents (including signing another's name), the copying of computer programs or information, and similar offenses, are as follows:

1. The minimum sanction for the first offense is an F for the test or assignment but the usual sanction is an F in the course in which the violation took place. No provision will be made for the student to receive a W.
2. The minimum sanction for the second offense is an F in the course, but the usual sanction is suspension of the student from Saint Leo College.

Circumstances that would justify sanctions greater than the minimum include the student's previous academic and disciplinary record at the College or the particularly flagrant nature of the offense.

The campus student may appeal the decisions of the Committee to the Vice President for Academic Affairs who may accept or modify any finding, conclusion, or suggested sanction in the Committee's recommendation and issue the final decision of the College as soon as practical. The final authority rests with the Vice President for Academic Affairs.

The Center for Distance Learning student may appeal the decisions of the ad hoc committee to the Assistant Vice President for Academic Affairs. The Assistant Vice President

for Academic Affairs may accept or modify any finding, conclusion or suggested sanction in the recommended decision and issue the final decision of the College as soon as practical. The final authority rests with the Assistant Vice President for Academic Affairs.

It is the responsibility and obligation of each student personally to uphold the Academic Honor Code. Students are required to report any observed instance of academic dishonesty to the faculty member.

Appellate Process

One of the five key elements of Saint Leo College's mission statement is a commitment to practice a student-centered philosophy of service. The College's objective is to courteously and consistently respond to students' questions and appeals in a timely manner.

Generally, the most effective resolution of a student's question will come from the College administrator or staff member most directly involved in the area of the student's concern. Thus, the first step in answering the student's question is to contact the appropriate office and individual. A departmental listing of individuals to contact regarding specific concerns may be obtained in the division offices, center offices, the Office of Student Affairs, or the Office of Accounting and Finance. Students attending centers make their initial contact with their center academic advisor or director. The center will provide any needed coordination with home campus offices.

The College's first objective is to accommodate a student's request if so doing does not violate College policy or undermine academic or disciplinary standards. If this is not possible, the next objective is to provide the student enough information so that the student understands the reason for the decision. If the student wishes to appeal the decision, the student must do so **in writing** to the next level of appeal as shown on the departmental listing.

Appeals which are not resolved or explained to the student's satisfaction after the

initial appeal(s) must be appealed **in writing** to the Vice President identified in each area within 15 days of the last contact with a College employee. The Vice President will review the student's appeal and render a final decision in writing within ten days.

Drops, Adds, and Withdrawals

Students enrolled in the Center for Distance Learning program should refer to the Center for Distance Learning section of this catalog.

During the drop/add period students may change courses without a fee. Drops and adds are handled through the Division Office. After the first week of a semester there is a \$15 fee for each course withdrawal.

Each student has the prerogative of dropping a course until the end of the first week of classes and after that a grade of "W" will be assigned until the final published date for withdrawing. The official recording date of all withdrawals will be the last day scheduled for withdrawing from classes. Students who fall below 12 semester hours will not be full-time students and may lose their eligibility for financial aid. Failure to attend class or merely giving notice to a faculty member will not be regarded as an official notice of withdrawal.

Withdrawal from the College

If students find it necessary to withdraw from the College for any reason, they must do so officially to obtain honorable academic withdrawal.

Withdrawal forms are available in the Student Affairs Office for campus students and the procedure outlined thereon must be followed. Center for Distance Learning students should contact their academic advisor to withdraw from College. Students who fail to carry out the specified procedures will be considered to be continuing students and may receive a failure (F) in all courses for the semester in which they registered.

Since early withdrawal cannot be officially recognized until the student completes the procedures for withdrawal, there can be no refund, if any applies, until the form is filed and receipted. The effective date of withdrawal will be the date the completed form is submitted.

Final Examinations

For courses offered in the home campus program, final examinations are scheduled after the last instructional class period of each semester and summer session. Campus students should not plan to leave campus until after the last day of final exams for the fall, spring and summer terms, and they are advised to make their travel arrangements for the entire year as early as September. The final exam schedule is announced at the start of the semester to give students time to make travel arrangements.

Course Challenge Examination

Full-time students with a cumulative grade point average of at least 2.50 may seek to earn credit for a course through examination. Permission to take an examination is granted by the dean in the division in which the course is taught. The student will be charged the usual tuition rate for the course in addition to a \$50 administration fee which must be paid in advance and is non-refundable.

To receive credit, the student must achieve a grade of "C" or above on the course challenge exam. If the student does not achieve a grade of "C" or above, no entry will be made on the permanent transcript record and no tuition will be charged.

Credit from Standardized Tests

Saint Leo College accepts up to 40 semester hours of standardized testing credit as applying toward graduation. All such credit is listed on the student's transcript and will not be removed once it is transcribed. Information about credit by examination may be obtained by contacting an academic advisor.

Students may receive credit after successfully completing any of the following standard examinations:

Advanced Placement Examinations
 American College Testing Program
 Proficiency Examination Program (PEP)
 College Level Examination Program (CLEP)
 General and Subject Examinations
 (Up to 30 credits may be earned through the CLEP General Examinations.)
 Defense Activity for Non-Traditional Educational Support (DANTES)
 GED College Level Examinations

Grading

| | | Quality Points Per Credit Hr |
|-----|-----------------------|---------------------------------|
| A | Superior Performance | 4.0 |
| B+ | Excellent Performance | 3.5 |
| B | Very Good | 3.0 |
| C+ | Above Average | 2.5 |
| C | Average | 2.0 |
| D | Below Average | 1.0 |
| F | Failure | 0.0 |
| FA | Failure Absences | 0.0 |
| I | Incomplete | 0.0 |
| P | Pass | 0.0 |
| W | Withdrawn | 0.0 |
| WE* | Withdrawn Excused | 0.0 |
| AU | Audit | 0.0 |

* Due to extended temporary duty assignment of active duty students at the military centers only. A copy of official TDY orders must accompany the request for WE.

Grade Point Average

The grade point average (GPA) is determined by first multiplying the credit hours attempted by the quality points earned and then dividing the total quality points earned by the total hours attempted. For example:

| Course | Hours Attempted | Grade | Quality Points | Total Quality Points |
|---------|--------------------|-------|-------------------|-------------------------|
| FAS 121 | 3 | A | (4) | 12.00 (3x4) |
| SPA 111 | 3 | B | (3) | 9.00 (3x3) |
| CHE 121 | 3 | D | (1) | 3.00 (3x1) |
| HTY 121 | 3 | F | (0) | 0.00 (3x0) |
| ENG 121 | 3 | C+ | (2.5) | 7.50 (3x2.5) |
| | 15 | | | 31.50 |

Grade Point Average: $31.50 / 15 = 2.1$ GPA

Note: Quality points are awarded only for courses taken in residence.

Grade Changes

A grade may be changed only by the faculty member administering the course. Changes in grade are permitted only when a computational error has been made. A student who feels that an improper grade has been received must notify the faculty member immediately upon receipt of the grade. All grades are final three months after they are posted.

Incomplete Work

When a student is doing satisfactory work in a course but has been unable to complete the required work and the reasons given are acceptable to the instructor, a grade of "I" is given.

When a grade of Incomplete is assigned, there will be no penalty for lateness. Incomplete work is counted as a failure (F) if the work is not made up by the deadline the instructor has assigned, but in no event later than the end of the following semester.

An incomplete grade (I) once completed will reflect the same term date the course was originally taken; however, degree conferral date will be determined by the actual date the incomplete course work was completed.

Repeated Courses

Students are encouraged to repeat all courses failed toward their degree conferral in order to raise their cumulative grade point average. Students are permitted to repeat any other course that they wish in order to earn a higher grade than originally earned.

The following policies apply to repeated courses, including those taken at other institutions:

Duplication of Credit at the Time of Initial Evaluation. If a student completed a course at another institution which is directly equivalent to a Saint Leo College course he/she has already completed with a passing grade, the student receives no transfer credit. The course would not be listed on the transcript.

Duplication of Credit after Initial Evaluation. If a student receives credit for a course taken at another institution and subsequently completes the equivalent course with Saint Leo College with a passing grade, the earned hours granted for the transferred course will be removed, resulting in a decrease in the cumulative hours. The grade listed for the transferred course will not be removed from the transcript.

Repeat of a Failed Course. If a student fails a course at Saint Leo College and subsequently repeats the same course with a passing grade, the attempted hours are removed from the first attempt but the "F" grade remains on the transcript. The attempted hours and quality points for the second attempt are applied toward the student's cumulative totals, with a resulting increase in the student's grade point average.

Repeat of a Course in Which a "D" or Higher was Earned. If a student completes a course at Saint Leo College with a "D" or higher grade and subsequently repeats the same course with a higher grade, the

attempted hours, earned hours, and quality points are removed from the first attempt but the original grade earned remains listed on the transcript. The attempted hours and quality points for the second attempt are applied toward the student's cumulative totals, with a resulting increase in the grade point average.

Failure of a Course Which is Subsequently Deleted from the Catalog.

If a student fails a course at Saint Leo College which is deleted from the College Catalog before the student repeats it with a passing grade, the student's academic advisor may submit a request to the Registrar requesting approval for a substitute course to be treated as the course failed for the purposes of the repeat. Generally, the substitute course must be a higher level course than the failed course.

Repeat of a Course Failed at Saint Leo College and Retaken at Another Institution. If a student fails a course at Saint Leo College and subsequently repeats the equivalent course at another institution with a passing grade, the attempted hours are removed from the Saint Leo course but the "F" remains listed on the transcript. The appropriate number of earned hours is granted for the transferred course. However, no quality points are awarded for the transferred course. The removal of the attempted hours on the original failed course increases the student's overall grade point average. Generally, it is recommended that failed courses be repeated at Saint Leo College. However, the student's academic advisor may approve the completion of the course at another institution.

Grade Reports and Permanent Records

All official grade reports are mailed to the student's home address. Each term a grade report is prepared for each student showing the student's progress for that term. Term

grade reports allow the student's academic advisor to monitor progress and to provide assistance in a timely manner. Additionally, the term grade report allows the Vice President for Academic Affairs to recognize outstanding academic achievement.

Permanent academic records of all students are maintained by the Registrar. Disciplinary records of campus students are maintained by Student Affairs. Disciplinary records of Center for Distance Learning students are maintained by the Center for Distance Learning. Financial Records are maintained by the Office of Finance and Accounting.

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law which requires that the College maintain the confidentiality of students' educational records and establish a policy for annually notifying students of their rights under the law and how they may exercise those rights.

In accordance with the Act, Saint Leo College allows access to a student's educational records to all college officials who have a legitimate educational interest in the student's records. The College does not disclose or allow access to any information from students' educational records to anyone outside the College **except** (a) to officials of another institution in which the student intends to enroll, (b) to authorized representatives of the Comptroller General of the United States, the Secretary of the United States, or state educational authorities, (c) to determine eligibility or for enforcement of financial aid programs, (d) to state agencies which require disclosure under state laws existing before November 19, 1974, (e) to organizations conducting certain studies for or on behalf of the College, (f) to accrediting organizations to carry out their functions, (g) to parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954, (h) to comply with a judicial order or lawful subpoena, (i) to appropriate parties in a health or safety emergency, (j) directory information as designated by the College, (k) as otherwise allowed by law or (l) when the student has provided written consent.

For all outside disclosures of information which are made without the written consent of the student, the College maintains a record in the student's file of the name of the party who obtained the information and the legitimate interest which the person had in obtaining the information.

The College has designated the following as directory information: student name, address, telephone number, date and place of birth, major, minor, dates of attendance, degrees, awards and honors received, the most recent educational institution attended, participation in recognized activities, and height and weight of members of athletic teams. As stated above, directory information may be released without the student's prior written consent unless the student has requested that directory information be withheld by completing a Request to Withhold Directory Information Form which may be obtained in the Office of the Registrar or in the center office. The Request will remain on file until withdrawn by the student.

The College presumes that home campus students are dependent as defined by the Internal Revenue Code. Therefore, parents of dependent students shall be granted access to all educational records unless a student provides the College with legal documentation which indicates that the student is not considered a dependent of the parent, such as a copy of the parent's most recent Federal income tax form or a custody court order.

The College presumes that Center for Distance Learning students are not dependent as defined by the Internal Revenue Code. Therefore, parents of such students shall not be granted access to the student's educational records unless the parent provides the College with legal documentation which indicates that the student is a dependent of the parent, such as a copy of the parent's most recent Federal income tax form.

Students are annually notified of their rights under the Act by publication in the class schedules. Students have the right to inspect and review information contained in their educational records, to challenge the contents

of their educational records, to have a hearing if the outcome of the challenge is not satisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing is unsatisfactory. Students wishing to review their educational records must make written requests to the Registrar listing the items of interest. The records will be provided within 30 days of the request. Students may request that copies be made of their records with charges being assessed at the prevailing rate set by the Registrar.

Educational records do not include records of instructional, administrative, and staff personnel which are the sole possession of the maker and are not accessible or revealed to any individual, records of the security department as they pertain to law enforcement, student health or psychological records, employment records, or alumni records which do not relate to the person as a student. Health records may be reviewed by a licensed physician selected by the student. In addition, students do not have the right to inspect or review the financial information submitted by their parents, confidential letters and recommendations to which the right of inspection has been waived, and educational records containing information about more than one student, in which case students will be permitted access only to the parts of the record that pertain to them.

Students who believe that their educational records as maintained by the College contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may request that the Registrar amend the records. The Registrar will review the request and render a written decision within 30 days of the request. If the student's request is denied, the student may request a formal hearing in writing. The hearing panel will be designated by the Vice President for Academic Affairs and will schedule a hearing within 30 days of the student's request. The student will be provided with a reasonable notice of the date, place, and time of the hearing. At the hearing, the student may

present evidence relevant to the issues and may be assisted by persons of their choice, including attorneys, but at their own expense. The decision of the hearing panel is final and will be based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision and will be forwarded to the student and all interested parties. If the decision requires that the student's record be amended, the appropriate College official responsible for maintaining the record will correct the record. If the student is dissatisfied with the decision of the panel, he/she may place a statement in his/her educational record commenting on the information in the record. Such statement will be released whenever the record is disclosed.

Gordon Rule

Saint Leo College actively promotes writing across the curriculum. Consequently, its students fulfill the requirements of the state of Florida's Gordon Rule.

The following courses fulfill the Gordon Rule:

ENG 121, ENG 122, ENG 221, ENG 222, ENG 223, ENG 224, ENG 225, ENG 226, ENG 311, and ENG 317.

Transcript Requests

Official transcripts of the permanent record may be released to a student or to others with the student's written permission. Requests for transcripts must bear the student's signature (required by the Family Rights and Privacy Act of 1974). Each request must contain the student's social security number, program enrolled (campus or Center for Distance Learning), number of transcripts required and the complete mailing address to which each transcript is to be sent. The College will provide a transcript upon request and upon completion of at least one course with Saint Leo College.

Transcripts should not be requested until the grade report for the preceding term has been received. Master's and bachelor's

degrees are conferred on the date of the commencement ceremonies and four other dates: January 1, June 1, September 1 and November 1. Associate's degrees are conferred on the first of each month. All incomplete work (I) must be completed by the conferral date. Transcript requests may be delayed until degree conferral has been completed. There is a \$5 fee for each transcript requested.

Students requesting transcripts must be financially cleared at the time the request is received by the Registrar for processing. If a student is clearing a financial obligation at the time of the request, clearance to release the transcript could take up to ten working days. If a student is financially cleared at the time the request is received, processing will be completed within two working days. All transcript requests should be ordered directly from the Registrar, MC 2278, Post Office Box 6665, Saint Leo, Florida 33574.

Rush requests may be faxed to (352) 588-8390 paying with credit card only. To order using a credit card, the following information must be provided: type of credit card, account number, and expiration date.

Overnight delivery is available for an additional charge of \$15.00.

Academic Sanctions Policy

In order to continue in good standing, a student must maintain a minimum grade point average of 2.0. The system of academic sanctions is designed to identify and help, as well as warn, those students who are in danger of not qualifying for degrees at the end of their senior year.

The College reserves the right to require remedial action on behalf of students who are placed on academic warning or probation. Such action may include, but is not limited to, requiring students to repeat failed courses, take a reduced course load, attend monitored study assistance programs, accept tutoring, or change their program of study. The Academic Standards Committee sets these regulations and conditions.

Academic sanctions contained herein conform with NCAA eligibility standards. Members of varsity sports programs and students receiving financial aid must inform themselves of additional eligibility requirements of these programs.

Academic Warning. Students who earn below a 2.00 semester grade point average in any semester will be placed on academic warning at the beginning of the next semester. In addition, campus students who fail two or more courses or the equivalent of 50 percent of their course load in any semester or who are not making satisfactory progress will be placed on academic warning at the beginning of the next semester. Freshmen on academic warning are not eligible to seek membership in a fraternity or sorority.

Academic Probation. Freshmen who earn below a 1.60 cumulative grade point average or who receive failing grades in more than two courses at the completion of the first academic year will be placed on academic probation. Sophomores who earn below a 1.80 cumulative grade point average or who receive failing grades in more than two courses at the completion of the second academic year will be placed on academic probation. All other students in their third or subsequent academic year with a cumulative grade point average below 2.00 will be placed on academic probation.

Students who are on academic or disciplinary probation cannot hold or run for an office, participate in selected activities, pledge a Greek organization or be a candidate for any kind of honor including participation in the graduation ceremony. Students who are on academic or disciplinary probation are also ineligible to represent the College in intercollegiate athletics competition. More detailed information concerning disciplinary probation may be found in the Student Handbook.

To maintain eligibility to participate in selected activities, campus students must remain free from academic or disciplinary probation and must earn an average of 12 credits for each semester they are enrolled.

Academic Suspension. Students whose cumulative grade point averages are deficient for their academic levels are subject to academic suspension. The criteria for determining academic suspension are: (1) semester hours attempted at Saint Leo College; and (2) student classification, based on total earned hours, including hours in residence and hours in transfer. The Office of Academic Affairs will formally suspend academically deficient center students every term. Center for Distance Learning students will be reviewed for academic sanctions after they have earned 24 attempted hours at Saint Leo College. The cumulative grade point averages required to ensure that a student is academically eligible to remain in college are as follows:

| Semester Hours Attempted | Student Classification | Cumulative GPA |
|--|---------------------------|----------------|
| Fewer than 24 Attempted Hours at Saint Leo | Freshman | 1.50 |
| | (0 - 30 Earned Hrs) | |
| | Sophomore | 1.70 |
| | (30 - 60 Earned Hrs) | |
| 24 to 37 Attempted Hours at Saint Leo | Junior to Senior | 2.00 |
| | (More than 60 Earned Hrs) | |
| | Freshman | 1.75 |
| | (0 - 30 Earned Hrs) | |
| 38 or more Attempted Hours at Saint Leo | Sophomore | 1.80 |
| | (30 - 60 Earned Hrs) | |
| | Junior to Senior | 2.00 |
| | (More than 60 Earned Hrs) | |

Appeals. Students have the right to appeal academic suspensions. If students wish to appeal for immediate reinstatement, they must do so within two weeks of the official notification by the College. A successful appeal lifts suspension but academic probation remains.

For campus students, appeals from academic suspensions must be made in writing to the Vice President for Academic Affairs. Students

who are registered in the Center for Distance Learning should appeal to the center director.

Reinstatement. Students suspended from Saint Leo College for poor academic performance may apply for readmission after one year.

The petition for reinstatement must be submitted to the Registrar at least one month before the intended date of reentry to the College. Students who are registered in the Center for Distance Learning petition through their center director. The petition must include students' personal assessments regarding the factors that led to their suspension and what they would do positively to alter their academic status. In addition to a personal statement, students are expected to obtain recommendations from their advisor and at least one faculty member or their dean. Fulfilling these conditions does not guarantee reinstatement and a student who is reinstated remains on academic probation.

The Vice President for Academic Affairs determines whether to deny or grant a request for reinstatement and determines the conditions of reinstatement. In the case of students in the Center for Distance Learning, the Assistant Vice President for Academic Affairs grants or denies requests for reinstatement and determines the conditions of reinstatement.

Veterans Benefits and Academic Progress. To maintain VA educational benefit eligibility, veterans and other eligible persons must maintain the academic standards described herein. Failure to do so can result in an overpayment of benefits by the VA and may jeopardize future VA education benefits.

Students who lose VA eligibility due to failure to maintain standards of progress may regain academic eligibility by completing the College's reinstatement procedures. In addition to the College's reinstatement requirements, students who have been suspended must fulfill all VA requirements to gain reinstatement of benefits.

Academic Dismissal. Students whose academic standing is so poor that, in the judgment of the College, improvement of the grade point average to 2.00 is unlikely will be academically dismissed. Dismissal is permanent termination of student status from Saint Leo College. Students who have been dismissed may not be readmitted to the institution under any circumstances.

Degree Requirements

Students come under the academic requirements of the Catalog in effect at the time of matriculation. These requirements must be completed within five years from the date of the original transfer evaluation. Requests to extend this five-year time period must be submitted to the division dean or center director for consideration on a case-by-case basis.

To earn the associate degree in Liberal Arts, students must meet the following requirements:

1. Complete a minimum of 60 academic credits.
2. Complete the two credit course, PED 102 Concepts of Wellness.
3. Complete Basic Studies I.
4. Complete Basic Studies III.
5. Attain a minimum cumulative grade point average of 2.00.
6. Complete such comprehensive examinations as may be required by the College.
7. Demonstrate competence in reading, writing, oral communications and fundamental mathematical skills.
8. Fulfill the academic residence requirement of a minimum of 15 semester hours to be taken with Saint Leo College.
9. Satisfy all financial obligations.
10. Apply for graduation. Campus students may obtain an application for graduation in the Division Office. Center for Distance Learning students may obtain an application for graduation at their center.

To earn the associate degree in Business Administration, students must meet the following requirements:

1. Complete a minimum of 60 academic credits.
2. Complete the two-credit course, PED 102 Concepts of Wellness.
3. Complete Basic Studies I.
4. Complete Basic Studies III.
5. Complete all the requirements of the Business Administration major for the associate degree.
6. Attain a minimum cumulative grade point average of 2.00.
7. Attain a minimum cumulative grade point average of 2.00 in the major courses.
8. Complete such comprehensive examinations as may be required by the College.
9. Demonstrate competence in reading, writing, oral communications skills and fundamental mathematical skills.
10. Fulfill the academic residence requirement of a minimum of 15 semester hours to be taken at Saint Leo College.
11. Satisfy all financial obligations.
12. Apply for graduation. Campus students may obtain an application for graduation in their Division Office. Center for Distance Learning students may obtain an application for graduation at their center.

To earn the bachelor's degree, students must meet the following requirements:

1. Complete a minimum of 120 academic credits.
2. Complete the two-credit course, PED 102 Concepts of Wellness.
3. Complete Basic Studies I, Basic Studies II, and Basic Studies III.
4. Complete a minimum of 39 hours of course work at the 300-400 level.
5. Attain a minimum cumulative grade point average of 2.00.
6. Demonstrate competence in reading, writing, oral communications and fundamental mathematical skills.
7. Complete all the requirements of the student's academic division and major.
8. Attain a minimum cumulative grade point average of 2.00 in the major.

9. Complete such comprehensive examinations as may be required by the College.
10. Fulfill the academic residence requirement of a minimum of 30 semester hours to be taken at Saint Leo College.
11. Fulfill the academic residence requirement of a minimum of 15 semester hours in the major to be taken at Saint Leo College.
12. Satisfy all financial obligations.
13. Apply for graduation. Campus students may obtain an application for graduation in the Division Office. Center for Distance Learning students may obtain an application for graduation at their center.

To earn the master's degree in business administration, students must meet the requirements set forth in the Graduate Business Studies Bulletin which may be obtained by contacting the Office of Graduate Business Studies at MC 2276, P.O. Box 6665, Saint Leo, FL 33574 or by telephone at (352) 588-8311.

To earn the master's degree in education, students must meet the requirements set forth in the Master of Education Program Bulletin which may be obtained by contacting the Office of Graduate Studies in Education at MC 2005, P.O. Box 6665, Saint Leo, FL 33574 or by telephone at (352) 588-8309.

Academic Residence Requirements

Two academic years or six semesters are normally needed to earn the master's degree.

Four academic years or eight semesters are normally needed to earn the bachelor's degree.

Two academic years or four semesters are normally needed to earn the associate's degree.

To satisfy academic residence requirements for the master's and bachelor's degrees, students must complete a minimum of 30 credits at Saint Leo College. For the bachelor's degree, a minimum of 15 of the

30 hours required to be taken at Saint Leo College must be in the major. Campus students must also be in attendance during the last two semesters. To satisfy academic residence requirements for the associate's degree, students must complete a minimum of 15 credits at Saint Leo College.

Students with a bachelor's degree awarded from another accredited institution must complete academic residence requirements and all other degree requirements. Students may not earn two bachelor's degrees unless the student fulfills the requirements of two majors for which two different types of bachelor's degrees are awarded, such as a bachelor of arts for a major in accounting and a bachelor of science for a major in biology. If a student has earned a bachelor of arts degree in Business Administration with a specialization in Computer Information Systems from Saint Leo College and returns to earn a bachelor of science degree in Computer Information Systems, all remaining courses must be taken with Saint Leo College.

Outcomes Assessment

In keeping with the College's commitment to program improvement, and in accordance with the criteria regarding institutional effectiveness established by the College's accrediting agency, the Southern Association of Colleges and Schools, the College has established several measures to assess its effectiveness in meeting its stated educational goals.

Students will take tests or complete surveys designed to measure basic studies achievement and/or achievement in selected major areas for the purpose of evaluating institutional effectiveness.

Application for Graduation

Campus students must make formal application for graduation in the Division Office. A \$100 fee is required for graduation, even if the student chooses not to participate in the graduation exercises.

Center for Distance Learning students make formal application through their center.

In order to provide time for a thorough research of the applicant's record, the application must be submitted two semesters prior to anticipated graduation in order to facilitate a degree audit.

Students should note the difference between degree completion date and degree conferral date. The degree completion date is the end date of the term in which all requirements have been satisfied. Degree conferral dates are specific dates authorized by the Board of Trustees for release of diplomas.

Master's and bachelor's degrees are conferred on the date of the commencement ceremonies and four other dates: January 1, June 1, September 1 and November 1. Associate's degrees are conferred on the first of each month. All incomplete work (I) must be completed by the conferral date. While diplomas are held pending the next conferral date, the College will document degree completion through a letter signed by the Registrar and validated by the raised seal of the College. Students are encouraged to allow 30 days for processing when requesting transcripts to document degree completion.

Commencement Exercises

The College has one formal graduation with academic regalia each year at the home campus at the completion of the spring semester. On-campus students who have met all the requirements of Saint Leo College for receipt of the master's or bachelor's degree and have met all financial obligations may participate in commencement ceremonies. Undergraduate students who will have a maximum of two courses left for degree completion at the end of the spring semester may request permission from their division dean or center director to participate in the commencement ceremonies, provided that they can provide evidence that all remaining coursework will be completed by September 1st following commencement.

Graduation with Honors

Students who have earned at least 30 credits at Saint Leo College and have the specified cumulative grade point averages will receive the following honors for bachelor's degree conferrals:

| | |
|-----------------|----------------|
| Summa cum laude | 3.90 and above |
| Magna cum laude | 3.75 and above |
| Cum laude | 3.50 and above |

Honors calculation for spring semester candidates participating in commencement ceremonies will be based on the cumulative grade point average earned at the end of the previous semester. Honors are not awarded with the associate of arts degree.

Awards

The Dean's List. At the end of the fall semester and spring semester, those students who have earned at least 12 new credits with a term grade point average of 3.50 or higher are recognized by placement on the Dean's List. Recognition for students enrolled in the military centers will occur after grades are posted for each of their five terms for those students who have earned at least 12 new credits during the previous two terms with a combined grade point average of 3.50 or higher.

Graduation Awards

The following awards are given to members of the graduating class on the home campus:

The Clara McDonald Olson Scholarship Award to the graduating student earning the highest scholastic average. Students receiving this award must have received all of their college credits from Saint Leo College.

The John I. Leonard General Excellence Award to the member of the graduating class who best embodies the qualities of character, scholarship, service, leadership and general excellence for which Saint Leo College stands.

The Abbot Marion Bowman Activities Award to the member of the graduating class

whose participation and leadership in extracurricular activities have been of the highest order.

The Thomas B. Southard Leadership Award Sabre to the Army ROTC graduate who best demonstrates leadership achievement in both Advanced Camp at Fort Bragg, North Carolina and on-campus ROTC classes and labs at Saint Leo College. The military sabre is donated by the Alumni Relations Office and the Department of Military Science.

Academic Programs

The Saint Leo College liberal arts curriculum acquaints students with the primary areas of human knowledge — the humanities, natural sciences, and social sciences — and allows them to pursue a major in a discipline of their interest and talent. Through an integrated program of study, faculty members encourage students to relate knowledge gained from other disciplines with the principles of their chosen major. The liberal arts curriculum offers students the opportunity to gain greater knowledge of themselves, to develop a concern for others and ultimately to acquire insight into their responsibilities in the world.

Through the liberal arts, students learn to think critically, write effectively, and solve problems individually and in groups. By integrating new technologies in courses in all disciplines, students learn to use those technologies to expand their knowledge and their academic performance.

There are three core features to the Saint Leo College curriculum: Basic Studies, the major, and electives. With an academic advisor, each student takes courses within each facet of the program.

Basic Studies

To provide students with a comprehensive program in the liberal arts and to fulfill our mission to foster the balanced growth of students' mind, body, and spirit, the Basic Studies program is broken into four parts.

Basic Studies I is made up of ten courses students select from a list of arts and sciences courses. Basic Studies II provides students with the opportunity to pursue their knowledge of the liberal arts and sciences at greater depth through five additional courses. Basic Studies III provides students with one basic course in computer applications. Finally, students take one course in physical education/wellness.

Majors

While some students arrive on campus with a clear idea of what they want to study, most students are undecided about which major they should choose. National studies show that even those who enter college with majors already chosen will often change their minds. To help students select a major that meets their interests and their talents, each student works closely with their academic advisor. With their advisor, students select their major before they register for courses for their junior year.

Many students will begin their major as early as the first semester of their freshman year if they are certain about their educational and vocational goals. In fact, if they expect to enter a graduate or professional school upon graduation from Saint Leo College, students should decide on a major early. If they plan to teach, they should not delay their decision beyond the first semester of their sophomore year in order to complete the required professional courses in education in a four-year period.

Intensive study in a major usually begins in the first semester of the junior year. To declare or change to another major, students should consult with the department chair of the desired major. For the associate's degree, students may select only one of the available majors, either liberal arts or business administration. For the bachelor's degree, students may earn up to two majors or a major and a minor. After conferral of a Saint Leo College bachelor's degree, a student may take courses at Saint Leo College to earn a second major

or specialization or a minor. Additional transfer credit will not be accepted after the initial conferral of the bachelor's degree; all unfulfilled requirements must be completed with Saint Leo College.

Students who plan to teach at the secondary level must complete the professional courses in education in addition to all courses required in their major.

Saint Leo College offers the following degrees: Master of Business Administration, Master of Education, Bachelor of Science, Bachelor of Social Work, Bachelor of Arts, and Associate of Arts.

- Students electing a Master of Business Administration degree major in Management. Students electing a Master of Education degree major in Education Leadership or Instructional Leadership.

- Students electing the Bachelor of Science degree major in any of the following fields:

Biology
Computer Information Systems
Environmental Science
Health Care Administration
Medical Technology

- The biology major is the recommended preprofessional curriculum for students intending to pursue careers in medicine, dentistry and veterinary science.

- Students electing the Bachelor of Social Work degree major in Social Work. The Social Work program is accredited by the Commission on Accreditation of The Council on Social Work Education.

- Students electing the Bachelor of Arts degree major in the following fields:

Accounting
Business Administration
Accounting Specialization
Computer Information Systems Specialization
Health Services Management Specialization
Hospitality and Tourism Management Specialization

International Business Specialization
Management Specialization
Marketing Specialization
Technology Management Specialization
Specific Career Objective Specialization

Criminology

Administrative Specialization
Combined Specialization
Human Services Specialization
Field Placement Specialization

Elementary Education

English

English Secondary Education
Literature
Writing

History

History Secondary Education
Human Resources Administration
Human Services
Human Behavior Specialization
Social Services Specialization

International Studies

Physical Education Secondary Education

Political Science

Psychology

Public Administration

Religion

Sociology

Sport Management

- Teacher education programs that lead to certification and have been approved by the State of Florida Department of Education:

Elementary Education (1-6)

English Secondary Education (6-12)

History Secondary Education (6-12)

Physical Education Secondary Education (6-12)

- Other areas in which teacher certification may be awarded through a course-by-course transcript evaluation by the State Department of Education:
Biology Secondary Education (6-12)

- Students electing an Associate of Arts degree major in liberal arts or business administration. Students may not double major in liberal arts and business administration.

Each major and minor are described in the Programs of Study section of this catalog.

Minors

Programs of study leading to a minor are offered in some areas. A minor requires a minimum of 15 semester hours and a maximum of 21 semester hours. No more than half of a minor's requirements can be satisfied by transfer or standardized testing credit. Students wishing to minor in a field may use no more than two courses they have taken in their major to apply toward the requirements for their minor. For the bachelor's degree, a student may earn two majors or a major and a minor. A minor is not required for graduation.

Electives

Students must complete enough elective hours to fulfill the minimum 120 academic credits required for graduation.

In consultation with the academic advisors, students may choose electives from the courses listed in this catalog under "Courses of Instruction," provided the prerequisites for the courses have been met.

Academic Organization

Saint Leo College is organized in three distinct parts. A graduate school offering masters level work in education and business administration. A residential undergraduate college located in Saint Leo, Florida that serves traditional students. An innovative program of distance learning located at fifteen sites that serves the needs of non-military and military adult students close to their homes.

Graduate Programs of Study

Master of Business Administration Degree

The Saint Leo College Master of Business Administration degree is a fully integrated program designed for full-time working adults. The program concentrates on a core of knowledge, the mastery of which will empower the graduate to make a meaningful contribution to society within the framework of his or her chosen career. The faculty place a high priority on teaching and are experienced in working with students who must strike a balance between study, work, and family responsibilities. The program also helps students strengthen their personal values as they gain a stronger appreciation for ethical relationships with those with whom they work.

A description of the curriculum and academic policies are contained in the Graduate Business Studies Bulletin and may be obtained by contacting the Office of Graduate Business Studies, MC2067 at Post Office 6665, Saint Leo, FL 33574 or by telephone at (352) 588-8311 E-mail: mbaprog@saintleo.edu.

Master of Education Degree

The Leadership Studies in Education Program, a graduate education degree program, is designed to meet the continuing education and professional development needs of Florida public and private educators. The program, normally a minimum of 36 semester hours or credits, has a six-course core curriculum and two six-course concentrations. Each concentration includes a two-course specialization at the elementary, middle or second level. The degree awarded is the Master of Education (M.Ed.).

The Education Leadership for Administrators Concentration (Concentration 1) is for those who intend to seek Education

Leadership (Level I) certification through the Florida Department of Education. Reflected in this concentration along with the core curriculum are the eight content areas of the Florida Educational Leadership core curriculum. These content areas are: public school curriculum and instruction, organizational management and development, human resource management and development, leadership skills, communication skills, technology, education law, and education finance.

Prior to applying to the State of Florida Department of Education for certification in Education Leadership, the applicant must have at least three years of verified successful teaching experience; a master's or higher degree awarded by a standard institution; have successfully completed the Florida Educational Leadership Core Curriculum; earned six graduate hours in research, foundations, and curriculum and instruction at either the elementary, middle, secondary, or exceptional child level; and have passed the Florida Education Leadership certification exam.

The Instructional Leadership for Teachers Concentration (Concentration 2) is for those classroom teachers who do not want to seek Education Leadership (Level I) certification through the Florida Department of Education. The purpose of this concentration is to assist classroom teachers in developing the management and leadership skills necessary for full participation in educational governance at the school, district, and community levels.

Classes are scheduled evenings or week-ends. Degree requirements can usually be met in 2-3 years of part-time study. A description of the curriculum and academic policies are available from the Office of Graduate Studies in Education (Saint Leo College, MC 2005, P.O. Box 6665, Saint Leo, Florida 33574-6665; by telephone at (352) 588-8309; or at <http://www.saintleo.edu>).

Post Baccalaureate Middle/ Secondary Teacher Preparation Program

Students who have already earned a bachelor's degree from an accredited college in English, History, Social Studies, Biology, or Math may satisfy professional preparation course requirements for initial teacher certification at the secondary level by completing the course sequence presented below. Initial teacher certification is granted only by the State of Florida and application is made to the State following State rules. Students who want to prepare for initial teacher certification through the Post Baccalaureate Secondary/Middle School Teacher Preparation Program must meet with an academic advisor to plan their course of study prior to enrolling in any courses.

A unique feature of this program is the opportunity to earn course credit toward the middle school endorsement.

Admission Criteria

1. Bachelor or higher degree from a standard, accredited institution.
2. Academic major meeting the Florida specialization requirements.
3. Transcript review by the Florida Department of Education.
4. Minimum grade point average of 2.5.
5. CLAST or PRAXIS test score meeting Florida requirement.
6. Two (2) written references.
7. Interview with Saint Leo College representative.

| Program Components | | | Semester Hours |
|--|---|--|-------------------|
| Sociological & Psychological Foundations | | | 6 |
| EDU 328 | Adolescence | | |
| EDU 428 | Critical Issues in Curriculum and Philosophy | | |
| Basic General Methods Courses | | | 6 |
| EDU 380 | Principles of the Teaching Profession in Secondary/Middle School | | |
| EDU 427 | Measurement, Assessment, and Evaluation | | |
| Specific Subject Area Methods | | | 4 |
| EDU 437 | Special Methods of Teaching Secondary and Middle Subjects (English, History, Social Studies, Biology, Math) | | |
| EDU 333 | Adolescent Literature (only for those seeking certification in English) | | |
| Practical Experience | | | 6-12 |
| EDU 480 | Internship | | |

For those who are seeking the Middle School Endorsement two additional courses are required

| | |
|---------|--|
| EDU 447 | Middle Grades Curriculum and Instruction |
| EDU 448 | Philosophy of Middle Grades Education |

At present, the Post Baccalaureate Secondary/Middle School Teacher Preparation Program is offered only on the Saint Leo College home campus through Weekend College. Information is available from the Office of Graduate Studies in Education (Saint Leo College, MC 2005, P. O. Box 6665, Saint Leo, Florida 33574-6665; by telephone at (352) 588-8309; or at <http://www.saintleo.edu>).

Undergraduate Programs of Study

Basic Studies I

In consultation with their academic advisor, students select ten courses from the list below. The number of required courses is indicated for each subject section below. No course may be used to satisfy more than one requirement in Basic Studies I, Basic Studies II, or Basic Studies III.

English

(Both courses are required)

- ☐ ENG 121 Composition
- ☐ ENG 122 Composition and Literature

Mathematics

(One 3 semester hour course from the following)

- ☐ Mathematics
- (MAT 128 or higher level math excluding MAT 201)

Natural Sciences

(One 3 semester hour course from the following)

- ☐ Biology (BIO)
- ☐ Chemistry (CHE)
- ☐ Environmental Science (ENV)
- ☐ Oceanography (OCE)
- ☐ Physics (PHY)
- ☐ HON 251 The Scientific Revolutions

Fine Arts

(One 3 semester hour course from the following)

- ☐ Art (ART)
- ☐ Fine Arts (FAS)
- ☐ Music (MUS)
- ☐ Theatre
- ☐ ENG 202 Creative Writing I
- ☐ ENG 203 Creative Writing II
- ☐ HON 250 The Humanistic Tradition

Humanities

(One 3 semester hour course from the following)

- ☐ Art (ART)
- ☐ Fine Arts (FAS)
- ☐ Foreign Language
- ☐ Humanities (HUM)
- ☐ Music (MUS)

- ☐ Speech (SPH)
- ☐ Theatre
- ☐ ENG 202 Creative Writing I
- ☐ ENG 203 Creative Writing II
- ☐ ENG 221 Survey of English Literature I
- ☐ ENG 222 Survey of English Literature II
- ☐ ENG 223 Survey of American Literature I
- ☐ ENG 224 Survey of American Literature II
- ☐ ENG 225 Survey of World Literature I
- ☐ ENG 226 Survey of World Literature II
- ☐ ENG 311 Survey of Major Writers of the 20th Century
- ☐ ENG 317 Survey of African American Literature
- ☐ HON 250 The Humanistic Tradition
- ☐ HON 351 The Modern World View

Religion

(One 3 semester hour course from the following)

- ☐ Religion (REL)
- ☐ HON 151 The Christian Vision

Philosophy

(One 3 semester hour course from the following)

- Philosophy (PHI)
- ☐ HON 150 The Classical World View
- ☐ HON 151 The Christian Vision
- ☐ HON 251 The Scientific Revolutions

Economic and Political Science

(One 3 semester hour course from the following)

- ☐ Economics (ECO)
- ☐ Political Science (POL)
- ☐ HON 150 The Classical World View

Social Science

(One 3 semester hour course from the following)

- ☐ Sociology (SOC)
- ☐ Psychology (PSY)
- ☐ Social Science (SSC)
- ☐ HON 150 The Classical World View
- ☐ HON 350 The Human Condition
- Reexamine
- ☐ HON 351 The Modern World View

Total: 10 courses

Basic Studies II

With their academic advisor, students select five courses from the list below. The number of required courses is indicated for each subject section below.

Literature

(One 3 semester hour course from the following)

- ☐ ENG 221 Survey of English Literature I
- ☐ ENG 222 Survey of English Literature II
- ☐ ENG 223 Survey of American Literature I
- ☐ ENG 224 Survey of American Literature II
- ☐ ENG 225 Survey of World Literature I
- ☐ ENG 226 Survey of World Literature II
- ☐ ENG 311 Survey of Major Writers of the 20th Century
- ☐ ENG 317 Survey of African American Literature
- ☐ HON 250 The Humanistic Tradition
- ☐ HON 351 The Modern World View

Mathematics or Science

(One 3 semester hour course from the following)

Mathematics (MAT 128 or higher excluding MAT 201)

- ☐ Biology (BIO)
- ☐ Chemistry (CHE)
- ☐ Environmental Science (ENV)
- ☐ Oceanography (OCE)
- ☐ Physics (PHY)
- ☐ HON 251 The Scientific Revolutions

Religion

(One 3 semester hour course from the following)

Religion (REL)

- ☐ HON 151 The Christian Vision

Religion or Philosophy

(One 3 semester hour course from the following)

- ☐ Religion (REL)
- ☐ Philosophy (PHI)
- ☐ HON 150 The Classical World View
- ☐ HON 151 The Christian Vision
- ☐ HON 251 The Scientific Revolutions

History

(One 3 semester hour course from the following)

History (HTY)

- ☐ HON 150 The Classical World View
- Total: 5 courses

Basic Studies III

To fulfill this requirement, students enroll in:

Computer Applications

(The following 3 semester hour course is required)

- ☐ COM 130 PC Applications

Basic Instruction in Physical Education

General education at Saint Leo College provides a liberal education for the whole person. The physical education department assists in the development of a healthy body by providing campus students with a two-credit course in Concepts of Wellness. This course emphasizes personal assessment and design of personal fitness programs and provides information on facts affecting health related aspects of fitness and wellness. PED 102 Concepts of Wellness is a graduation requirement for the associate's and bachelor's degrees. Physical health is also developed and encouraged on the home campus through participation in an extensive intramural program and the use of the fitness center.

Students who meet one of the following criteria are exempt from the Basic Physical Education requirement:

1. Have an associate degree from another accredited institution.
2. Have at least two years of active military duty.
3. Are 35 years of age or older.
4. Are an employee of the College.
5. Are enrolled in the Center for Distance Learning program.
6. Provide the College with a documentation of a debilitating medical condition.

Physical education medical waivers are handled through the Office of Academic Support Services. Students granted waivers in physical education are not required to take an additional course.

Division of Business and Professional Studies

Accounting Major

The major in accounting is designed to prepare a college graduate for entry level accounting positions in profit, not-for-profit, and governmental environments.

| Program Components | | Semester Hours |
|--------------------------------------|--------------------------------|-------------------|
| Basic Studies and Physical Education | | 50 |
| Major Requirements | | 60 |
| ACC 201 | Principles of Accounting I | (3) |
| ACC 202 | Principles of Accounting II | (3) |
| ACC 301 | Intermediate Accounting I | (3) |
| ACC 302 | Intermediate Accounting II | (3) |
| ACC 331 | Cost Accounting I | (3) |
| ACC 401 | Advanced Accounting | (3) |
| ACC 403 | Accounting Information Systems | (3) |
| ACC 411 | Auditing I | (3) |
| ACC 412 | Auditing II | (3) |
| ACC 421 | Federal Taxes I | (3) |
| *ACC 499 | Accounting Comprehensive Exam | (0) |
| ECO 201 | Principles of Macroeconomics | (3) |
| ECO 202 | Principles of Microeconomics | (3) |
| GBA 331 | Business Law I | (3) |
| GBA 334 | Quantitative Methods | (3) |
| GBA 498 | Business Policy | (3) |
| MAT 201 | Introduction to Statistics | (3) |
| MGT 301 | Principles of Management | (3) |
| MGT 321 | Communications for Management | (3) |
| MGT 325 | Finance for Managers | (3) |
| MKT 301 | Principles of Marketing | (3) |
| Electives | | 12 |
| Total Credits | | 122 |

*Not always required.

Additional recommended electives include: ACC 332 Cost Accounting II; ACC 404 Fund Accounting; ACC 405 Accounting Theory and Research; ACC 422 Federal Taxes II; ACC 423 Estates, Trusts and Gift Taxation; GBA 332 Business Law II.

This course of study also establishes a foundation of courses for students who wish to continue their education to become a Certified Public Accountant (C.P.A.) or Certified Management Accountant (C.M.A.).

A C.P.A. is certified by the state in which the accountant wishes to practice. The certificate is obtained by (1) passing the national C.P.A. examination and (2) meeting all other requirements set by that state. The requirements often include additional academic training, usually 30 semester course hours in excess of the course hours needed for the Bachelor of Arts degree. This requirement, called the 150 hour rule, is in effect in Florida and several other states. Those wishing to be eligible to take the C.P.A. examination in Florida must:

1. Complete requirements for the Bachelor of Arts degree in Accounting.
2. Take at least 30 hours in excess of those required for the bachelor of arts degree.
3. Take 12 credit hours beyond those required for the accounting major, so that upper level accounting courses total 36 credit hours. The 36 hours should include 12 hours of financial and/or cost courses, 6 hours of taxation, and 6 hours of auditing.

| | | |
|---------|-----------------------------------|-----|
| ACC 332 | Cost Accounting II | (3) |
| ACC 422 | Federal Taxes II | (3) |
| ACC 423 | Estate, Trusts and Gifts Taxation | (3) |
| ACC 404 | Fund Accounting | (3) |
| ACC 405 | Accounting Theory | (3) |
4. Take GBA 332 Business Law II and 12 credit hours of non-accounting upper level business courses beyond what is required for the major. The major requires 24 upper level non-accounting business courses. Florida requires a total of 39 hours of non-accounting upper level business courses of which 6 hours must be in business law.

Students wishing to be eligible to take the C.P.A. examination in states other than Florida should check with their state Board of Accountancy for the eligibility requirements.

Accounting Minor

Students may minor in accounting with majors in other than business administration. Business administration majors may also minor in areas that are not in their specialization.

| | | |
|---|-----------------------------|-----|
| ACC 201 | Principles of Accounting I | (3) |
| ACC 202 | Principles of Accounting II | (3) |
| ACC 301 | Intermediate Accounting I | (3) |
| ACC 302 | Intermediate Accounting II | (3) |
| Plus any other upper division accounting course | | (3) |
| Total Credits | | 15 |

Business Administration Associate of Arts Degree in Business Administration

| Program Components | | Semester Hours |
|--------------------------------------|-----------------------------------|-------------------|
| Basic Studies and Physical Education | | 35 |
| Major Requirements | | 21 |
| ACC 201 | Principles of Accounting I | (3) |
| ECO 201 | Principles of Macroeconomics | (3) |
| ECO 202 | Principles of Microeconomics | (3) |
| GBA 331 | Business Law I | (3) |
| MKT 301 | Principles of Marketing | (3) |
| MGT 301 | Principles of Management | (3) |
| ACC 202 | Principles of Accounting II OR | |
| MGT 321 | Communications for Management | (3) |
| Electives | | 6 |
| Total Credits | | 62 |

Business Administration Major Bachelor of Arts Degree in Business Administration

The business administration major is designed for students entering the business world in almost any type of organization. Students must select one and may select two specializations, not including the combination of Management and Technology Management, to gain additional emphasis in areas of particular interest.

The Division of Professional Studies stresses education for the whole person and provides a basis for understanding the economic structure of our society. Those who enter the business world and the world of products and services must be prepared to support all other segments of our society. The Division endeavors to prepare students to accept their share of this commitment by placing emphasis on an educational program that develops a well-rounded person capable of creative analytical thought and communication. All of this is accomplished within the liberal arts ideal.

The bachelor's degree in Business Administration is designed to prepare students for graduate study and for careers in business or government. The major offers students the opportunity to specialize in eight specializations, Accounting, Computer Information Systems, Health Services Management, Management, Marketing, Hospitality and Tourism Management, Specific Career Objectives, and Technology Management. Students may not double specialize in Technology Management and Management.

The Division of Professional Studies serves as a resource for computer applications in other academic divisions of Saint Leo College.

Internships are encouraged for all qualified students so that they may apply their theoretical skills in a business environment.

| Program Components | | Semester Hours |
|--|--------------------------------------|-------------------|
| Basic Studies and Physical Education | | 50 |
| Major Requirements | | 36 |
| Courses common to all specializations | | |
| ACC 201 | Principles of Accounting I (3) | |
| ACC 202 | Principles of Accounting II (3) | |
| ECO 201 | Principles of Macroeconomics (3) | |
| ECO 202 | Principles of Microeconomics (3) | |
| GBA 331 | Business Law I (3) | |
| GBA 334 | Quantitative Methods (3) | |
| GBA 498 | Business Policy (3) | |
| *GBA 499 | Comprehensive Business Exam (0) | |
| MAT 201 | Introduction to Statistics (3) | |
| MGT 301 | Principles of Management (3) | |
| MGT 321 | Communications for Management (3) | |
| MGT 325 | Finance for Managers (3) | |
| MKT 301 | Principles of Marketing (3) | |
| Plus additional courses as specified under the choice of specializations below. | | |
| Specialization courses | | 15-30 |
| Electives as needed | | 6-21 |
| Total Credits | | 122 |

*Not always required.

Specialization course outlines are presented below. These selections permit the students to prepare for particular career objectives. They are structured to provide approved total study plans.

Accounting Specialization

The accounting specialization is designed to prepare a college graduate for entry level accounting positions in profit, not-for-profit, and governmental environments.

| | | |
|---------------|---------------------------------------|----|
| ACC 301 | Intermediate Accounting I (3) | |
| ACC 302 | Intermediate Accounting II (3) | |
| ACC 331 | Cost Accounting I (3) | |
| ACC 403 | Accounting Information Systems (3) | |
| ACC 411 | Auditing I (3) | |
| ACC 421 | Federal Taxes I (3) | |
| Total Credits | | 18 |

Additional recommended electives include:
ACC 332 Cost Accounting II; ACC 401
Advanced Accounting; ACC 404 Fund
Accounting; ACC 405 Accounting Theory and
Research; ACC 412 Auditing II; ACC 422
Federal Taxes II; ACC 423 Estates, Trusts and
Gift Taxation; GBA 332 Business Law II.

This course of study also establishes a foundation of courses for students who wish to continue their education to become a Certified Public Accountant (C.P.A.) or Certified Management Accountant (C.M.A.).

A C.P.A. is certified by the state in which the accountant wishes to practice. The certificate is obtained by (1) passing the national C.P.A. examination and (2) meeting all other requirements set by that state. The requirements often include additional academic training, usually 30 semester course hours in excess of the course hours needed for the Bachelor of Arts degree. This requirement, called the 150 hour rule, is in effect in Florida and several other states. Those wishing to be eligible to take the C.P.A. examination in Florida must:

1. Complete requirements for the Bachelor of Arts degree in Business Administration with a specialization in Accounting.
2. Take at least 30 hours in excess of those required for the bachelor of arts degree.
3. Take 18 credit hours beyond those required for the accounting major, so that upper level accounting courses total 36 credit hours. The 36 hours should include 12 hours of financial and/or cost courses, 6 hours of taxation, and 6 hours of auditing. Courses available are:

| | | |
|---------|--|--|
| ACC 401 | Advanced Accounting (3) | |
| ACC 332 | Cost Accounting II (3) | |
| ACC 412 | Auditing II (3) | |
| ACC 422 | Federal Taxes II (3) | |
| ACC 423 | Estate, Trusts and Gifts Taxation (3) | |
| ACC 404 | Fund Accounting (3) | |
| ACC 405 | Accounting Theory (3) | |

Any other upper level ACC course approved by the Chair of the Department of Accounting.

4. Take GBA 332 Business Law II and 12 credit hours of non-accounting upper level business courses beyond what is required for the major. The major requires 24 upper level non-accounting business courses. Florida requires a total of 39 hours of non-accounting upper level business courses of which 6 hours must be in business law.

Students wishing to be eligible to take the C.P.A. examination in states other than Florida should check with their state's Board of Accountancy for the eligibility requirements.

Computer Information Systems Specialization

The Computer Information Systems specialization is designed to provide the student with a knowledge of business computer applications necessary to more effectively utilize computers in the business world. The specialization supports the mission of the Business Administration major through providing students knowledge of the computer tools used in other specializations.

| | |
|--|-----|
| Computer Language Course | (3) |
| COM 230 Spreadsheet Applications | (3) |
| COM 312 Computer Architecture | (3) |
| COM 320 System Analysis and Design | (3) |
| COM 410 Data Base Concepts | (3) |
| COM 421 Management Information Systems | (3) |
| Total Credits | 18 |

Health Services Management Specialization

| | |
|---|-----|
| HCA 302 Health Care Organization | (3) |
| HCA 402 Epidemiology: Community Health Analysis | (3) |
| HCA 498 Health Planning and Policy Management | (3) |
| MGT 498 Organization Theory | (3) |
| PHI 324 Medical Ethics | (3) |
| Total Credits | 15 |

Additional recommended electives include: HCA 306 Health Care Economics; MGT 331 Management of Human Resources; MGT 412 Organizational Behavior and Development; POL 325 Public Administration; PSY 319 Human Behavior in Stress and Crisis; and REL 424 Death and the Meaning of Life.

GBA 333 Business and Health Law is an approved substitution for GBA 331 Business Law I for the Business Administration major with Health Services Management Specialization. Students have the option of taking either course to fulfill the requirement.

Hospitality and Tourism Management Specialization

The Hospitality and Tourism Management program encompasses the lodging, food and beverage, and convention and meetings management industry. The hospitality industry is the largest and fastest growing segment of the service economy. This specialization offers students an active and effective career placement program.

| | |
|---|-----|
| RHM 220 Introduction to Restaurant and Hotel Management | (3) |
| RHM 305 Restaurant Management Operations | (3) |
| RHM 310 Hotel Management Operations | (3) |
| RHM 322 Environmental Science in Hospitality | (3) |
| RHM 498 Seminar in Restaurant and Hotel Management | (3) |
| Two of the following: | (6) |
| RHM 425 Internship I * | |
| RHM 426 Internship II (Restaurant) * | |
| RHM 427 Internship III (Hotel) * | |
| Total Credits | 21 |

* The same Internship may be repeated for credit to fulfill the two internships requirement.

Additional recommended electives include: MGT 331 Management of Human Resources; MGT 412 Organizational Behavior and Development; MKT 383 Consumer Behavior.

International Business Specialization

The International Business program is a specialization in the Bachelor of Arts in Business Administration. This specialization prepares students for careers in international operations. The curriculum provides a broad-based program requiring proficiency in language and culture with a solid foundation in business, international business knowledge and cross cultural awareness. Elective hours selected should be those which develop the student's cross cultural awareness. We strongly recommend that all students in this specialization complete an intensive 12-semester hour internship related to International Business practices. Internships may be completed in the U.S. but we advise students to complete their internship abroad. If a student chooses not to take the 12-semester hour internship, these 12 hours will be replaced by courses selected with the International Business advisor.

| | | |
|--------------------------------------|---------------------------------|-------|
| Foreign Language SPA 211,212,311,312 | | |
| | | *(12) |
| ECO 424 | International Political Economy | (3) |
| MKT 463 | International Marketing | (3) |
| MGT 425 | International Internship | (12) |
| | Total Credits | 30 |

*Spoken language proficiency must be demonstrated, the usual method is completion of foreign language through the Intermediate level, the second year of college level foreign language study.

Management Specialization

The Management specialization is relevant to students of any discipline who plan to own, manage, or consult for any organization, large or small, public or private, profit or non-profit. This specialization prepares students in the basic management functions and processes of planning, organizing, leading, and controlling of both small and complex organizations. Course

offerings are designed to show the impact that technological factors, the decision making environment, the organizational environment, and human contributions have on productivity, satisfaction of job-related needs, and organizational effectiveness. Courses in this specialization also stress the importance of managing in a global environment and understanding the ethical implications of managerial decisions.

| | | |
|---|---|-----|
| MGT 331 | Management of Human Resources | (3) |
| MGT 412 | Organizational Behavior and Development | (3) |
| MGT 421 | Management Information Systems | (3) |
| MGT 498 | Organization Theory | (3) |
| Business Elective (300-400 level selected from ACC, COM, ECO, FIN, GBA, HCA, HRA, MKT, MKT, RHM, POL 325) | | (3) |
| | Total Credits | 15 |
| Additional recommended general elective (does not fulfill business elective): | | |
| PHI 328 | Business Ethics | |

Management Minor

Students may minor in management with majors in other than business administration. Business administration majors may also minor in areas that are not their specialization.

| | | |
|--|--------------------------|------|
| MGT 301 | Principles of Management | (3) |
| Plus four other upper-level management courses | | (12) |
| | Total Credits | 15 |

Marketing Specialization

The Marketing specialization is relevant to the student planning a career in sales, advertising, consumer relations, marketing management, retailing services, small business operations, international business, or certain governmental agencies. The specialization develops a breadth of knowledge about the dynamic consumer orientation process by which persons and organizations strive to anticipate and satisfy customers' product needs and wants. The student develops an

understanding of marketing concepts, functions, and institutions within the total system of interacting business activities designed to plan, price, promote, and distribute products and services to customers.

| | | | |
|-----|-----|-----------------------------------|-----|
| MKT | 307 | Advertising Management | (3) |
| MKT | 308 | Sales Management | (3) |
| MKT | 354 | Principles of Retailing | (3) |
| MKT | 383 | Consumer Behavior | (3) |
| MKT | 463 | International Marketing | (3) |
| MKT | 498 | Marketing Policies and Strategies | (3) |
| | | Total Credits | 18 |

Marketing Minor

Students may minor in marketing with majors in other than business administration. Business administration majors may also minor in areas that are not their specialization.

| | | | |
|-----|-----|---|------|
| MKT | 301 | Principles of Marketing | (3) |
| | | Plus four other upper-level marketing courses | (12) |
| | | Total Credits | 15 |

Technology Management Specialization

The Technology Management program is designed for students who plan careers in the technological fields of industry and the military services. A prerequisite for admission is a 21 semester hour block of related technical credit (not including credit for military service).

| | | |
|----------------------|---|------|
| Technology Component | | (21) |
| MGT 331 | Management of Human Resources | (3) |
| MGT 412 | Organizational Behavior and Development | (3) |
| MGT 498 | Organization Theory | (3) |
| Total Credits | | 30 |

Computer Information Systems Major

Bachelor of Science in Computer Information Systems

The computer information systems (CIS) major is designed for students desiring the technical knowledge and skills needed to succeed in the computer field. In addition, in order to enhance their ability to more effectively compete in the business world, students will be required to take selected business courses along with the basic studies.

| Program Components | Semester Hours |
|--------------------------------------|-----------------------------------|
| Basic Studies and Physical Education | 50 |
| Major Requirements | 57 |
| ACC 201 | Principles of Accounting I (3) |
| ACC 202 | Principles of Accounting II (3) |
| ECO 201 | Principles of Macroeconomics (3) |
| GBA 331 | Business Law I (3) |
| MAT 201 | Introduction to Statistics (3) |
| MGT 301 | Principles of Management (3) |
| MGT 321 | Communications for Management (3) |
| MGT 325 | Finance for Managers (3) |
| MKT 301 | Principles of Marketing (3) |
| One course from the following: | (3) |
| COM 205 | Programming in Basic |
| COM 206 | Programming in Pascal |
| COM 207 | Programming in C |
| COM 220 | COBOL Programming |

| | |
|--------------------------------|--|
| One course from the following: | |
| COM 208 | Programming in Visual Basic |
| COM 209 | Programming in JAVA |
| COM 230 | Spreadsheet Applications (3) |
| COM 312 | Computer Architecture (3) |
| COM 315 | Decision Support Systems (3) |
| COM 320 | Systems Analysis and (3) |
| COM 410 | Data Base Concepts and Programming (3) |
| COM 415 | Network Theory and Design (3) |
| COM 421 | Management Information Systems (3) |

| | | |
|-----------|---|-----|
| COM 498 | Information Resource Management | (3) |
| COM 499 | Computer Information Comprehensive Exam | (0) |
| Electives | | 15 |
| | Total Credits | 122 |

Computer Information Systems Minor

Students with majors in areas other than business administration may minor in Computer Information Systems. Business Administration majors may also minor in areas that are not in their specialization.

| | | |
|---------|--------------------------------|-----|
| | Computer Language Course | (3) |
| COM 230 | Spreadsheet Applications | (3) |
| COM 312 | Computer Architecture | (3) |
| COM 320 | System Analysis and Design | (3) |
| COM 410 | Date Base Concepts | (3) |
| COM 421 | Management Information Systems | (3) |
| | Total Credits | 18 |

Criminology Major

A 54-hour major based on a national curriculum model that is designed to prepare students for careers in the criminal justice system, enhance the effectiveness of working professionals, provide the foundation for advancement to administrative levels, and prepare for graduate study in criminology and related fields including law school.

Students may select human service or administrative specializations within the major or combine these specializations into a curriculum to meet individual career needs. Campus-based students without prior criminal justice working experience may select a field placement option that offers a supervised internship with local criminal justice agencies such as U.S. Customs Service, U.S. District Court Office of Probation and Parole, Hillsborough County Sheriff's Office, Pasco Juvenile Detention Center, and others.

| Program Components | | Semester Hours |
|---|--|----------------|
| Basic Studies and Physical Education | | 50 |
| Foundation Courses | | 12 |
| CRM 220 | Survey of the Criminal Justice System | (3) |
| CRM 225 | Criminal Investigation | (3) |
| POL 123 | Introduction to Law and the Legal System | (3) |
| SSC 222 | Social Problems | (3) |
| Core Courses | | 27 |
| CRM 321 | Substantive Criminal Law | (3) |
| CRM 322 | Law of Criminal Procedure | (3) |
| CRM 326 | Theories of Criminal Behavior | (3) |
| CRM 327 | Typologies of Criminal Behavior | (3) |
| CRM 420 | Prosecution and Adjudication | (3) |
| CRM 421 | Juvenile Justice | (3) |
| CRM 422 | Law Enforcement Systems | (3) |
| CRM 430 | Correctional Systems | (3) |
| CRM 496 | Comprehensive Exam in Criminology | (0) |
| CRM 499 | Senior Seminar in Criminology | (3) |
| Plus additional courses as specified under the choice of specializations below. | | |
| Specialization courses | | 15 |
| Electives | | 18 |
| Total Credits | | 122 |

Human Service Specialization

| | | |
|---------|--|-----|
| PSY 319 | Human Behavior in Stress and Crisis | (3) |
| PSY 327 | Abnormal Psychology | (3) |
| SSC 322 | Race and Ethnicity in American Culture | (3) |
| SSC 324 | Marriage and the Family | (3) |
| SSC 328 | Drugs, Society, and Human Behavior | (3) |

Administrative Specialization

| | | | |
|-----|-----|-------------------------------|-----|
| ACC | 201 | Principles of Accounting I | (3) |
| MAT | 201 | Introduction to Statistics | (3) |
| MGT | 301 | Principles of Management | (3) |
| MGT | 331 | Management of Human Resources | (3) |
| POL | 325 | Public Administration | (3) |

Combined Specialization

Although the Human Service and Administrative specializations were developed as unified and comprehensive fields of study, to increase the program's flexibility, students may, working closely with their academic advisor, choosing from both specializations to constitute a 15 semester hour combined specialization. Students may further elect to use two CRM 300 Special Topics courses as substitute components for their specialization.

Field Placement Specialization

| | | | |
|-----|-----|--------------------------------|------|
| CRM | 425 | Field Placement in Criminology | (15) |
|-----|-----|--------------------------------|------|

The criminology field placement is intended to be offered to campus-based students without professional criminal justice experience. It is a 560-hour supervised internship which may be taken only at specific agency provider sites, and only upon approval by the Criminology Field Placement Committee. Campus-based criminology majors who qualify may elect to attend the police academy in Pasco County as a field placement option.

Criminology Minor

| | | | |
|--|-----|--|------|
| POL | 123 | Introduction to Law and the Legal System | (3) |
| CRM | 220 | Survey of the Criminal Justice System | (3) |
| Five (5) courses from the Core Courses | | | (15) |
| Total Credits | | | 21 |

Education Major

The Education Department offers multiple programs of graduate and undergraduate instruction. Graduate and Post Baccalaureate programs are described in the Graduate Education portion of this catalog. Undergraduate students may pursue education programs leading to certification for teaching at the elementary or secondary level. In all cases, students interested in earning certification should meet with a member of the Education Department as early as possible to plan a program of study.

Teacher Preparation Programs

The goal of the Teacher Preparation Program is to train students to be competent members of the education profession and to qualify them for Florida State Certification. While the Division is ready to help its students to succeed, it should be noted that the standards for performance are high. Students who do not demonstrate adequate growth in professional skills or in personal commitment to teaching will be counseled out of teacher education.

Under the direction of the Chair of the Department of Education and the Dean of the Division of Professional Studies, the Department of Education has four functions:

1. Direct and authorize the development, implementation, and evaluation of the Teacher Education Program.
2. Cooperate with local schools in providing mutually beneficial classroom experiences for education students.
3. Offer its services for advancing education throughout the College and the larger community.
4. Offer support to the Teacher Education graduates during their first year of teaching.

The Teaching Certificate

To be hired to teach, candidates must be certified by the state in which they hope to be employed. Each state has its own certification

requirements, but an interstate agreement on qualifications for teachers has been arranged by some states. This agreement is renegotiated periodically, and the list of participating states may change. Students should check to be certain that their home state is currently participating in the agreement. Each state which is party to the agreement will recognize graduates from programs of other member states. The following states and the District of Columbia are members of the interstate agreement:

| | |
|---------------|----------------|
| Alabama | New Jersey |
| California | New York |
| Connecticut | North Carolina |
| Delaware | Ohio |
| Florida | Pennsylvania |
| Georgia | Rhode Island |
| Hawaii | South Carolina |
| Idaho | Tennessee |
| Indiana | Texas |
| Kentucky | Utah |
| Maine | Vermont |
| Maryland | Virginia |
| Massachusetts | Washington |
| Montana | West Virginia |
| New Hampshire | |

To benefit from the interstate agreement a student must graduate from a state-approved teacher education program. The Florida-approved Teacher Education Program at Saint Leo College includes:

| | |
|-----------------------------|--------|
| Elementary Education | (1-6) |
| English Secondary Education | (6-12) |
| History Secondary Education | (6-12) |
| Physical Education | |
| Secondary Education | (6-12) |

Entering a Teacher Education Program

There are two steps a student must take to be admitted to the teacher education program. The first step is to declare a major in one of the teacher education programs. This may be

done when applying for admission to the College or at any time during the first or second year in residence.

The second step involves meeting the special requirements for being officially accepted into a teacher education program.

The requirements are as follows:

1. Successfully complete at least 24 hours of credit in Basic Studies prior to taking any Education courses.
2. For students wishing to begin any education courses as sophomores, a minimum cumulative SAT score of 960 or composite ACT score of 20 (taken within the past 5 years) must be documented. These scores are set by the State of Florida at the 40th percentile and are subject to change.
3. For students transferring as juniors or who have completed two full years of college coursework (60 hours), a 2.5 grade point average is required to take education courses. Junior transfers who show SAT or ACT scores above the minimum described in #2 above, but do not have a 2.5 grade point average will be allowed one semester to take education courses and raise their grade point average to 2.5.
4. Maintain a 2.5 grade point average overall and a minimum grade of C in all education classes. Students whose grade point average falls below a 2.5 will be given one semester to raise the grade point average to 2.5 and will be considered on probation during that time.
5. Take the CLAST upon completion of 60 credit hours and pass all subtests prior to completion of junior year to remain in an education program.

Internship (EDU 480)*

A student who wishes to be certified to teach as part of the degree program must spend one complete semester as an intern. Internship is completed during the last semester of study. Internship is a full-time activity and is taken only during a regular fall

or spring semester. Special requirements, which must be met before a student is allowed to intern, are as follows:

1. A cumulative grade point average of at least 2.50 and a minimum grade of C in each education course taken.
2. Successful completion of the education course sequence.
3. Passing the CLAST (College Level Academic Skills Test) which is a part of the FTCE.
4. Taking the Florida Teacher Certification Examination (FTCE) during the semester prior to the internship semester. Passing the FTCE is a graduation requirement (see next section).
5. Completion of application for student teaching by February 15 or October 15 of the semester preceding internship.

Graduation Requirements for Teacher Education Programs

Graduation requirements for teacher education programs are as follows:

1. Satisfy all requirements listed under Internship.
2. Pass the Florida Teacher Certification Examination (FTCE). Notation of completion of a state-approved program will appear on a student's transcript when all requirements, including passing the FTCE, are met. Any student not passing the FTCE will not be considered to have completed the approved program.
3. Receive a passing grade for EDU 480 Internship and EDU 481 Internship Seminar.
4. Satisfactorily complete all requirements for a bachelor's degree as set forth elsewhere in the catalog.

Certification by Transcript Approval

The state of Florida presently allows applicants to be certified to teach through a

course-by-course satisfaction of each separate certification requirement. Saint Leo College Division of Professional Studies does not permit undergraduate students to take more than two education courses unless they are enrolled in a state-approved elementary, secondary, or K-12 teacher preparation program. Students who wish to intern must have completed all of the requirements for the appropriate degree before application may be made. An academic residency requirement of 30 hours and 15 hours in the major (which may include the 13-hour internship semester credit) must be satisfied in order for a degree to be granted by the college.

Saint Leo College's Teacher Recertification Program (TRP) courses may not be used toward initial certification.

Florida Laws Concerning Education Programs and Teacher Certification

Florida law requires candidates for certification to pass the Florida Teacher Certification Examination (FTCE). To facilitate passing this examination and to ensure certification, all students in the Teacher Education Program must pass the examination before completing their program at Saint Leo College. Notation of completion of a state-approved program will not appear on a student's transcript until the FTCE has been passed. The CLAST, which is used as one part of the FTCE, must be taken when a student has earned 60 hours. The Professional Education and the Subject Area Subtests are administered by the state on specific testing dates. The fee is to be paid by the student.

Teacher candidates, who complete a state-approved program, obtain a teaching position, and earn a satisfactory evaluation, will be eligible for certification within their first year of teaching in most districts of Florida. The specific components of this requirement may be determined by contacting the home school district in Florida at the appropriate time.

The Teacher Education Program of Saint Leo

College is subject to the requirements and review of various accrediting and certifying agencies. When these agencies dictate changes in rules or procedures, such requirements supersede the statements in this catalog

Elementary Education

The program in elementary education is designed for students who plan to teach in the elementary grades (1-6). To complete the state-approved Teacher Preparation Program, students must complete all required education courses with a grade of "C" or higher and satisfy all program requirements. See Teacher Preparation Programs section for full explanation of requirements.

| <i>Program Components</i> | <i>Semester Hours</i> |
|--|-----------------------|
| Basic Studies and Physical Education | 50 |
| All Elementary Education majors are required to complete MAT 134 as part of their Basic Studies program. | |
| Major Requirements | 58 |
| EDU 180 Basic Principles of Teaching | (3) |
| EDU 226 Human Growth and Development | (3) |
| EDU 222 Contemporary Concerns in School and Society | (3) |
| EDU 280 Practicum: Introduction to the Instructional Process | (3) |
| EDU 304 The Exceptional Child | (3) |
| EDU 330 Mathematics in the Elementary School | (3) |
| EDU 331 Humanities in the Elementary School | (3) |
| EDU 332 Language Arts in the Elementary School | (3) |
| EDU 334 Introduction to Teaching Reading in the Elementary School | (3) |
| EDU 335 Diagnosis and Remediation of Reading Problems in the Elementary School | (3) |
| EDU 338 Science in the Elementary School | (3) |

| | | |
|---------------|--|------|
| EDU 339 | Social Studies in the Elementary School | (3) |
| EDU 425 | Educational Management and Organization | (3) |
| EDU 427 | Measurement, Assessment, and Evaluation | (3) |
| EDU 428 | Critical Issues in Curriculum and Philosophy | (3) |
| EDU 480 | Internship | (12) |
| EDU 481 | Internship Seminar | (1) |
| Electives | | 14 |
| Total Credits | | 122 |

Secondary Education

Saint Leo College offers middle and secondary coursework leading to certification in the following disciplines: Biology, English, History and Social Studies. For program descriptions, see those disciplinary listings in the catalog. In addition we offer a state approved secondary education program in Physical Education.

Physical Education Secondary Education

The physical education major provides a foundation of study in human movement performance that prepares students for careers in physical education teaching and athletic coaching. The primary goals are to develop in-depth knowledge of the discipline of movement, exercise and sport science; develop able leaders for the teaching and coaching professions; and provide the foundation for students who desire to continue their study in graduate school.

The physical education teacher certification program is approved by the State of Florida Department of Education. It is designed to prepare students to teach physical education on the secondary level (grades 6-12). In addition, students who plan to coach athletic sports will complete courses leading to a Florida coaching endorsement. It is also recommended that students obtain Red Cross certification in Community Water Safety or Lifeguarding. To complete the state-approved

Teacher Preparation Program, students must complete all required education courses with a grade of "C" or higher and satisfy all program requirements. See the Teacher Preparation Programs section for full explanation of teacher certification requirements.

While it is possible to complete the program in eight semesters, students often find that an extra semester or a short summer session is necessary to complete all the requirements of this dual program.

| | |
|--|-------------------|
| | Semester Hours |
|--|-------------------|

| | |
|--------------------------------------|----|
| Basic Studies and Physical Education | 52 |
|--------------------------------------|----|

All Physical Education Secondary Education students are required to complete BIO 225 and BIO 226 as part of their Basic Studies program.

| | |
|--------------------|---|
| Foundation Courses | 6 |
|--------------------|---|

| | | |
|---------|---------------------------------------|-----|
| PED 220 | Motor Skills Development and Analysis | (3) |
|---------|---------------------------------------|-----|

| | | |
|---------|--------------------------------|-----|
| PED 230 | Community First Aid and Safety | (3) |
|---------|--------------------------------|-----|

| | |
|--------------------|----|
| Major Requirements | 33 |
|--------------------|----|

| | | |
|---------|--|-----|
| PED 306 | Instructional Design and Content of Racquet Sports/Track and Field | (3) |
|---------|--|-----|

| | | |
|---------|--|-----|
| PED 308 | Instructional Design and Content of Personal Fitness/Weight Training | (3) |
|---------|--|-----|

| | | |
|---------|---|-----|
| PED 309 | Instructional Design and Content of Team Sports | (3) |
|---------|---|-----|

| | | |
|---------|---------------------------------|-----|
| PED 320 | Theory and Practice of Coaching | (3) |
|---------|---------------------------------|-----|

| | | |
|---------|---|-----|
| PED 340 | Prevention and Treatment of Athletic Injuries | (3) |
|---------|---|-----|

| | | |
|---------|--|-----|
| PED 350 | Adaptive Physical Education and Recreation | (3) |
|---------|--|-----|

| | | |
|---------|-------------|-----|
| PED 420 | Kinesiology | (3) |
|---------|-------------|-----|

| | | |
|---------|------------------------|-----|
| PED 426 | Physiology of Exercise | (3) |
|---------|------------------------|-----|

| | | |
|---------|---|-----|
| PED 443 | Organization and Administration of Physical Education | (3) |
|---------|---|-----|

| | |
|---------------------------------|-----|
| Two courses from the following: | (6) |
|---------------------------------|-----|

| | |
|---------|-------------------|
| PED 322 | Coaching Football |
|---------|-------------------|

| | |
|---------|--------------------------|
| PED 323 | Coaching Golf and Tennis |
|---------|--------------------------|

| | |
|---------|---------------------|
| PED 324 | Coaching Basketball |
|---------|---------------------|

| | |
|---------|-------------------|
| PED 325 | Coaching Baseball |
|---------|-------------------|

| | | |
|--------------------------------|--|--------|
| Professional Education Courses | | 19-25 |
| EDU 328 | Adolescence | (3) |
| EDU 380 | Principles of Teaching: Secondary/Middle | (3) |
| EDU 427 | Measurement, Assessment, and Evaluation | (3) |
| EDU 428 | Critical Issues in Curriculum And Philosophy | (3) |
| EDU 480 | Internship | (6-12) |
| EDU 481 | Internship Seminar | (1) |
| Electives | | 6-12 |
| Total Credits | | 122 |

Florida Coaching Endorsement

The Physical Education program offers course work leading to State of Florida Department of Education endorsement in athletic coaching. The courses are available for all students. However, they should be of special interest to all majors seeking teaching certification in elementary or secondary education, including physical education. Students may increase their marketability by adding this endorsement to their teaching certificate. The following courses are needed to satisfy Florida Department of Education requirements for an Endorsement in Coaching:

| | | |
|---------|---------------------------------|-----|
| PED 320 | Theory and Practice of Coaching | (3) |
|---------|---------------------------------|-----|

| | | |
|---------|---|-----|
| PED 340 | Prevention and Treatment of Athletic Injuries | (3) |
|---------|---|-----|

| | |
|-------------------------------|-----|
| One of the following courses: | (3) |
|-------------------------------|-----|

| | |
|---------|-------------------|
| PED 322 | Coaching Football |
|---------|-------------------|

| | |
|---------|--------------------------|
| PED 323 | Coaching Golf and Tennis |
|---------|--------------------------|

| | |
|---------|---------------------|
| PED 324 | Coaching Basketball |
|---------|---------------------|

| | |
|---------|-------------------|
| PED 325 | Coaching Baseball |
|---------|-------------------|

In addition to the above, the following courses are strongly recommended electives for those students interested in pursuing coaching careers: PED 220 Motor Skill Development and Analysis and PED 230 Community First Aid and Safety.

Health Care

Administration Major

Bachelor of Science

A 48-semester hour major in health care administration is designed for students who plan administrative careers in health services organizations. Students accepted in this major normally hold an ADN degree or diploma in nursing or an AS degree in an allied health science discipline with clinical experience. Students not holding such a degree may be admitted based on the equivalent of four full-time months of experience in a health care discipline or in a health services organization. Students with little or no experience in a health care discipline may be admitted but will be required to complete a 15 semester hour internship.

Waivers may be granted for HCA 425 - Health Care Internship. If granted, the student is required to substitute one of the following courses: GBA 332, MGT 321, or MGT 498.

| Program Components | Semester Hours |
|---|-------------------|
| Basic Studies and Physical Education | 50 |
| Major Requirements | 15-27 |
| HCA 302 Health Care Organization | (3) |
| HCA 402 Epidemiology: Community Health Analysis | (3) |
| HCA 410 Quality Improvement Methods in Health Care | (3) |
| HCA 425 Health Care Internship | (3-15) |
| HCA 498 Health Planning and Policy Management | (3) |
| Other required courses | 33 |
| ACC 201 Principles of Accounting I | (3) |
| ECO 201 Principles of Macroeconomics | (3) |
| MGT 326 Finance for Managers in Health Care Administration | (3) |
| GBA 333 Business and Health Law | (3) |
| MAT 201 Introduction to Statistics | (3) |
| MGT 302 Management Principles in Health Care Administration | (3) |

| | | |
|---------------|---|-------|
| MGT 331 | Management of Human Resources | (3) |
| MGT 412 | Organizational Behavior and Development | (3) |
| MGT 421 | Management Information Systems | (3) |
| MKT 301 | Principles of Marketing | (3) |
| PHI 324 | Medical Ethics | (3) |
| Electives | | 12-24 |
| Total Credits | | 122 |

Recommended Electives: HCA 306 Health Care Economics, MGT 498 Organization Theory, POL 325 Public Administration, PSY 319 Human Behavior in Stress and Crisis, REL 424 Death and the Meaning of Life.

Human Resources

Administration Major

The human resources administration major is designed for those who wish to pursue a career in personnel management or related human services careers.

The Division of Professional Studies, in cooperation with other divisions, stresses education for the whole person and provides a basis for understanding the economic structure of our products and services. The Division endeavors to prepare students to accept their share of this commitment by placing emphasis on an educational program that develops a well-rounded person capable of creative analytical thought and communication. All of this is accomplished with the liberal arts ideal.

The bachelor's degree in Human Resources Administration is designed to prepare students for graduate study and for careers in personnel management or related human services.

Internships are offered for selected students so that they may apply their theoretical skills in a business environment.

| <i>Program Components</i> | | <i>Semester Hours</i> |
|--------------------------------------|--|---------------------------|
| Basic Studies and Physical Education | | 50 |
| Required Courses | | 48 |
| ECO 201 | Principles of Macroeconomics | (3) |
| ECO 202 | Principles of Microeconomics | (3) |
| GBA 335 | Administrative and Personnel Law | (3) |
| HRA 335 | Selection and Placement | (3) |
| HRA 340 | Training and Development | (3) |
| HRA 360 | Compensation and Benefits | (3) |
| HRA 499 | Seminar in Human Resources Administration | (3) |
| MAT 201 | Introduction to Statistics | (3) |
| MGT 301 | Principles of Management | (3) |
| MGT 331 | Management of Human Resources | (3) |
| MGT 412 | Organizational Behavior and Development | (3) |
| MGT 441 | Labor Relations | (3) |
| PSY 228 | Social Psychology | (3) |
| PSY 319 | Human Behavior in Stress and Crisis | (3) |
| PSY 331 | Interviewing and Counseling Skills | (3) |
| SSC/ SWK 320 | Methods of Social Research | (3) |
| Electives | | 24 |
| Total Credits | | 122 |

Recommended electives include ACC 201 Principles of Accounting I, MGT 325 Finance for Managers, MGT 321 Communications for Management and MKT 301 Principles of Marketing.

Human Resources

Administration Minor

| | | |
|---------|-------------------------------------|-----|
| GBA 335 | Administrative and Personnel Law | (3) |
| HRA 335 | Selection and Placement | (3) |

| | | |
|---------------|----------------------------------|-----|
| HRA 340 | Training and Development | (3) |
| HRA 360 | Compensation and Benefits | (3) |
| MGT 331 | Management of Human Resources | (3) |
| Total Credits | | 15 |

Human Services Major

This major is designed to prepare students for a variety of careers in the human services field. The theoretical foundation, or knowledge base, is systems theory which to provides a framework for understanding behavior and social service delivery systems. The major has two areas of specialization: Human Behavior and Social Services. The Human Behavior Specialization emphasizes the development of problem-solving skills, an understanding of the principles of interpersonal behavior in the social environment, including the impact of cultural diversity, and critical thinking skills. The Social Services Specialization emphasizes these same skills and principles and, in addition, offers two introductory field experiences. Both specializations include an examination of research methodologies to measure the success of the application of skills and knowledge learned.

| <i>Program Components</i> | | <i>Semester Hours</i> |
|--------------------------------------|---------------------------------------|---------------------------|
| Basic Studies and Physical Education | | 50 |
| Foundation Courses | | 33 |
| HUS 121 | Introduction to Human Services | (3) |
| HUS 425 | Field Placement | (6) |
| HUS 498 | Senior Seminar | (3) |
| MAT 201 | Introduction to Statistics | (3) |
| PSY 121 | Introduction to Psychology | (3) |
| PSY 331 | Interviewing and Counseling Skills | (3) |
| SOC 121 | Introduction to Sociology or | (3) |
| SSC 222 | Social Problems | (3) |
| SSC/ SWK 320 | Methods of Social Research | (3) |

| | | |
|------------------------|-------------------------------------|-----|
| SWK 319 | Human Behavior in Stress and Crisis | (3) |
| SWK 328 | Social Welfare Policy I | (3) |
| Specialization courses | | 21 |
| Electives | | 18 |
| Total Credits | | 122 |

Human Behavior Specialization

The Human Behavior Specialization is limited to students enrolled at military centers because the demands of their duties preclude completion of field placement requirements normally expected of the Human Services program (as specified in Center for Distance Learning Academic Programs).

| | | |
|---------------|--|-----|
| EDU226 | Human Growth and Development | (3) |
| PSY 327 | Abnormal Psychology | (3) |
| SSC 324 | Marriage and the Family | (3) |
| SSC 322 | Race and Ethnicity in American Culture | (3) |
| SSC 327 | Applied Anthropology | (3) |
| SSC 328 | Drugs, Society, and Human Behavior | (3) |
| PSY 228 | Social Psychology | |
| | or | |
| SSC 332 | Interaction in Everyday Life | (3) |
| Total Credits | | 21 |

A recommended elective is SSC 335 Women in American Society.

Social Services Specialization

| | | |
|---------------|--|-----|
| EDU226 | Human Growth and Development | (3) |
| HUS 125 | Field Placement | (3) |
| HUS 225 | Field Placement | (3) |
| SSC 324 | Marriage and the Family | (3) |
| SSC 322 | Race and Ethnicity in American Culture | (3) |
| SSC 327 | Applied Anthropology | (3) |
| PSY 228 | Social Psychology | |
| | or | |
| SSC 332 | Interaction in Everyday Life | (3) |
| Total Credits | | 21 |

Public Administration Major

The 42-hour major in public administration is designed as a preparation for graduate study in public administration or for a career in public service.

| Program Components | | Semester Hours |
|--------------------------------------|--|----------------|
| Basic Studies and Physical Education | | 50 |
| Major Requirements | | 42 |
| ACC 201 | Principles of Accounting I | (3) |
| ECO 201 | Principles of Macroeconomics | (3) |
| MAT 201 | Introduction to Statistics | (3) |
| MGT 301 | Principles of Management | (3) |
| MGT 325 | Finance for Managers | (3) |
| MGT 331 | Management of Human Resources | (3) |
| PHI 328 | Business Ethics | (3) |
| POL 223 | American Federal Government | (3) |
| POL 224 | American State and Local Government | (3) |
| POL 325 | Public Administration | (3) |
| POL 499 | Senior Seminar in Political Science | (3) |
| Three courses from the following: | | (9) |
| ECO 423 | Public Finance and Taxation | |
| HCA 302 | Health Care Organization | |
| MGT 412 | Organizational Behavior | |
| PSY 319 | Human Behavior in Stress and Crisis | |
| SSC/ | | |
| SWK 320 | Methods of Social Research | |
| SSC 322 | Race and Ethnicity in American Culture | |
| SSC 335 | Women in American Society | |
| SWK 328 | Social Welfare Policy | |
| Electives | | 30 |
| Total Credits | | 122 |

Social Work Major

This 60-hour major is designed to prepare students for entry level social work practice as well as for graduate study in social work or related areas. The program is accredited by the Commission on Accreditation of the

Council on Social Work Education. Graduates receive the B.S.W. degree. The curriculum emphasizes content in each of five areas: social welfare policy, human behavior and the social environment, research, practice methods, and field instruction. Admission to the Social Work program is by special application. Students must formally apply, complete an interview with a member of the social work faculty, and successfully complete SWK 331 Methods of Social Work Practice I before admission to the Social Work program. Admission into SWK 425 - Field Placement in Social Work also must be by special application. To be eligible for SWK 425, a student must earn a minimum grade of "C" in SWK 121, 331, 332, 333, and 421. In addition, a student must demonstrate dependability, good character, and acceptable academic standing. Students denied admission to field placement must select another major. The Social Work program is available only to students enrolled through the campus program.

Religion is a minor highly compatible with a social work major, as are minors in management, computer information systems, sociology, or psychology.

| Program Components | | | Semester Hours |
|--------------------------------------|-----|-------------------------------------|-------------------|
| Basic Studies and Physical Education | | | 50 |
| Required Courses | | | 60 |
| BIO | 121 | Introduction to Biology | (3) |
| EDU | 226 | Human Growth and Development | (3) |
| MAT | 201 | Introduction to Statistics | (3) |
| POL | 121 | Introduction to Politics or | |
| POL | 223 | American Federal Government or | |
| POL | 224 | American State and Local Government | (3) |
| PSY | 121 | Introduction to Psychology | (3) |
| SOC | 121 | Introduction to Sociology or | |
| SSC | 222 | Social Problems | (3) |
| SSC/ SWK | 320 | Methods of Social Research | (3) |

| | | | |
|---------------|-----|--|------|
| SWK | 121 | Introduction to Social Work | (3) |
| SWK | 317 | Human Behavior in the Social Environment | (3) |
| SWK | 319 | Human Behavior in Stress and Crisis | (3) |
| SWK | 328 | Social Welfare Policy | (3) |
| SWK | 331 | Methods of Social Work Practice I | (3) |
| SWK | 332 | Pre-Internship | (3) |
| SWK | 333 | Methods of Social Work Practice II | (3) |
| SWK | 421 | Methods of Social Work Practice III | (3) |
| SWK | 425 | Field Placement in Social Work | (12) |
| SWK | 426 | Senior Seminar in Social Work | (3) |
| Electives | | | 12 |
| Total Credits | | | 122 |

Majors are strongly encouraged to take Spanish language courses because bilingual skills enhance employment opportunities in the social work field.

Requirements for admission to Social Work program

Students are responsible for contacting a member of the social work faculty regarding admission to the Social Work program.

Requirements for admission include:

1. Successful completion of 45 semester hours, including 12 hours that must have been earned at Saint Leo College.
2. Successful completion of SWK 121 Introduction to Social Work with a minimum grade of "C."
3. Successful completion of SWK 331 Methods of Social Work Practice I.
4. Completion of the application form for admission to the social work major.
5. Successful completion of an interview with the social work faculty.

A fee for liability insurance is charged for the senior field placement. This fee is

set by the insurer. Students are responsible for their own transportation to their field placements.

Sport Management Major

The sport management program provides a foundation of study in sport related activities, products and/or services. The primary goals are to develop in-depth knowledge of planning, organizing, leading and evaluating within the context of a sport or fitness organization; develop competent leaders for the various professions that focus on sport or fitness; and provide the foundation for students who desire to continue their study in graduate school.

The sport management program provides the theoretical and practical framework for a number of professions that focus on leadership roles within sport or fitness organizations including youth, amateur and professional sports; recreation, college and university sports; and the marketing of all sport and fitness related goods.

| Program Components | | | Semester Hours |
|---|-----|--|-------------------|
| Basic Studies and Physical Education | | | 52 |
| All Sport Management majors are required to complete BIO 225, BIO 226, ECO 202, and PHI 328 as part of their Basic Studies program. | | | |
| Sport Management Requirements | | | 39 |
| SPM | 114 | Introduction to Sport Management | (3) |
| SPM | 214 | Practicum in Sport Management | (3) |
| SPM | 301 | Principles of Marketing | (3) |
| SPM | 321 | Sociology of Sport | (3) |
| SPM | 334 | Sport Facility and Event Management | (3) |
| PED | 350 | Adaptive Phy. Education and Recreation | (3) |
| SPM | 401 | Sport Administration | (3) |
| SPM | 405 | Seminar in Sport Management | (3) |
| SPM | 414 | Internship in Sport Management | (9) |
| PED | 420 | Kinesiology | (3) |
| PED | 426 | Physiology of Exercise | (3) |
| Business Requirements | | | 24 |
| ACC | 201 | Principles of Accounting I | (3) |
| GBA | 331 | Business Law I | (3) |
| MAT | 201 | Introduction to Statistics | (3) |
| MGT | 301 | Principles of Management | (3) |
| MGT | 321 | Communication for Management | (3) |
| MGT | 325 | Finance for Managers | (3) |
| MGT | 331 | Management of Human Resources | (3) |
| MGT | 421 | Management Information Systems | (3) |
| Electives | | | 7 |
| Total Credits | | | 122 |

Division of Liberal Arts and Sciences

Art Minor

The minor in art is designed for rigorous intellectual development, personal enrichment and for employment in the creative arts. The minor in art requires the following 18 hours.

| | | |
|---------------|------------------------|-----|
| ART 121 | Visual Fundamentals I | (3) |
| ART 122 | Visual Fundamentals II | (3) |
| ART 221 | Drawing | (3) |
| ART 223 | Beginning Painting | (3) |
| ART 322 | History of Art I | (3) |
| ART 323 | History of Art II | (3) |
| Total Credits | | 18 |

Biology Major Bachelor of Science

A major in biology is designed as preparation for graduate study, for professional schools of medicine, dentistry, veterinary science, other health-related professions, and for employment as a biologist in government or industry.

| Program Components | | Semester Hours |
|---|-----------------------|-------------------|
| Basic Studies and Physical Education | | 51 |
| All Biology majors are required to complete BIO 125, MAT 161, and MAT 231 as part of their Basic Studies program. | | |
| Foundation Courses | | 24 |
| CHE 123 | General Chemistry I | (4) |
| CHE 124 | General Chemistry II | (4) |
| CHE 311 | Organic Chemistry I | (4) |
| CHE 312 | Organic Chemistry II | (4) |
| PHY 221 | General Physics I | (4) |
| PHY 222 | General Physics II | (4) |
| Major Requirements | | 32 |
| BIO 311 | Invertebrate Zoology | (4) |
| BIO 312 | Vertebrate Zoology | (4) |
| BIO 313 | Botany | (4) |
| BIO 321 | Vertebrate Embryology | (4) |
| BIO 324 | Cell Physiology | (4) |

| | | |
|--|----------|-----|
| BIO 421 | Genetics | (4) |
| Two other upper-division (300-400 level) courses in Biology, excluding BIO 420 and BIO 426 | | |
| Electives | | 15 |
| (CHE 321 is strongly recommended.) | | |
| Total Credits | | 122 |

Biology Minor

| | | |
|---|-----------------------|-----|
| BIO 125 | Principles of Biology | (4) |
| BIO 311 | Invertebrate Zoology | (4) |
| BIO 312 | Vertebrate Zoology | (4) |
| BIO 313 | Botany | (4) |
| Plus one other 300-400 level biology course | | (4) |
| Total Credits | | 20 |

Biology Secondary Education Specialization

A specialization in Biology Secondary Education is a teacher preparation program. Graduates from this program will, upon application to the state, be eligible to teach in Florida. Students must complete all required education courses with a grade of "C" or higher and satisfy all program requirements. **See the Teacher Preparation Programs information for important requirements for Biology Secondary Education.**

| Program Components | | Semester Hours |
|---|----------------------|-------------------|
| Basic Studies and Physical Education | | 51 |
| All Biology Secondary Education students are required to complete BIO 125, MAT 161, and MAT 231 as part of their Basic Studies program. | | |
| Foundation Courses | | 24 |
| CHE 123 | General Chemistry I | (4) |
| CHE 124 | General Chemistry II | (4) |
| CHE 311 | Organic Chemistry I | (4) |
| CHE 312 | Organic Chemistry II | (4) |
| PHY 221 | General Physics I | (4) |
| PHY 222 | General Physics II | (4) |
| Major Requirements | | 32 |
| BIO 311 | Invertebrate Zoology | (4) |
| BIO 312 | Vertebrate Zoology | (4) |
| BIO 313 | Botany | (4) |

| | | | |
|---|-----|--|---------|
| BIO | 321 | Vertebrate Embryology | (4) |
| BIO | 324 | Cell Physiology | (4) |
| BIO | 421 | Genetics | (4) |
| Two other upper-division (300-400 level) courses in biology | | | |
| | | | (8) |
| Education Requirements | | | 23-29 |
| EDU | 328 | Adolescence | (3) |
| EDU | 380 | Principles of Teaching: Secondary/Middle | (3) |
| EDU | 427 | Measurement, Assessment, and Evaluation | (3) |
| EDU | 428 | Critical Issues in Curriculum and Philosophy | (3) |
| EDU | 437 | Special Methods in Teaching Secondary/Middle Biology | (4) |
| EDU | 480 | Student Teaching | (6-12) |
| EDU | 481 | Student Teaching Seminar | (1) |
| Total Credits | | | 128-134 |

To be fully certified to teach in Florida middle schools, teachers with secondary certificates must add a middle school endorsement. This can now be completed as part of the Saint Leo undergraduate secondary education major with the addition of only two courses to the above-listed program. These two courses (EDU 447 and EDU 448) can be taken in the final semester if the student elects to take a 6-hour internship.

Chemistry Minor

Requirements for a minor in chemistry consist of 20 semester hours of credit including the following courses:

| | | | |
|---------------|-----|--------------------------------|-----|
| CHE | 123 | General Chemistry I | (4) |
| CHE | 124 | General Chemistry II | (4) |
| CHE | 311 | Organic Chemistry I | (4) |
| CHE | 312 | Organic Chemistry II | (4) |
| CHE | 321 | Quantitative Chemical Analysis | (4) |
| Total Credits | | | 20 |

Economics Minor

| | | | |
|-----|-----|------------------------------|-----|
| ECO | 201 | Principles of Macroeconomics | (3) |
| ECO | 202 | Principles of Microeconomics | (3) |

Plus three upper-division economics courses selected by the student in consultation with economics department faculty. (9)
Total Credits 15

English Major

The study of English language and literature provides students with the basic communication skills necessary for successful completion of their college program. In composition students learn to read intelligently and to think and write effectively. In literature they study the uses of language as art.

The English major is designed as preparation for graduate study and for teaching. It also serves as excellent background for careers in advertising, publishing, public relations, free-lance writing and as preparation for the study of law and library science. Students may elect either (1) the literature track, designed primarily as preparation for graduate study; (2) the writing track, which emphasizes specialized writing applicable to the professions cited above; or (3) the teaching track, which leads to secondary school certification.

Literature

| Program Components | | | Semester Hours |
|--------------------------------------|-----|---|----------------|
| Basic Studies and Physical Education | | | 50 |
| Foundation Courses | | | 12 |
| ENG | 221 | Survey of English Literature I | (3) |
| ENG | 222 | Survey of English Literature II | (3) |
| ENG | 223 | Survey of American Literature I | (3) |
| ENG | 224 | Survey of American Literature II | (3) |
| Major Requirements | | | 27 |
| ENG | 321 | The English Novel | |
| or | | | |
| ENG | 433 | Modern British and American Writers | (3) |
| ENG | 323 | History and Structure of the English Language | (3) |

| | | |
|---------------------------------------|--|-----|
| ENG 338 | Modern American Drama or | |
| ENG 339 | Modern British and European Drama | (3) |
| ENG 328 | Biography and Autobiography or | |
| ENG 435 | Literary Criticism | (3) |
| ENG 422 | Shakespeare | (3) |
| ENG 427 | Restoration and Eighteenth Century English Literature or | |
| ENG 431 | Nineteenth Century English Literature or | |
| ENG 436 | Chaucer and Milton | (3) |
| ENG 498 | Senior Seminar | (3) |
| Two other upper-level English courses | | (6) |
| Electives | | 33 |
| Total Credits | | 122 |

English Secondary Education

The College offers a teacher preparation program in English Secondary Education which is approved by the State of Florida Department of Education. Upon application to the state, graduates from this program will be eligible to teach English, grades 6 to 12, in Florida and in 21 other states that recognize certification. To complete the state-approved Teacher Preparation Program, students must complete all required education courses with a grade of "C" or higher and satisfy all program requirements. [See Teacher Preparation Programs under Education for a list of other important requirements and information for English Secondary Education majors.](#)

While it is possible to complete the program in eight semesters, students often find that an extra semester or a short summer session is necessary to complete all the requirements of this dual program.

| <i>Program Components</i> | <i>Semester Hours</i> |
|---|---------------------------|
| Basic Studies and Physical Education | 50 |
| Foundation Courses | 12 |
| ENG 221 Survey of English Literature I | (3) |

| | | |
|--------------------------------------|---|--------|
| ENG 222 | Survey of English Literature II | (3) |
| ENG 223 | Survey of American Literature I | (3) |
| ENG 224 | Survey of American Literature II | (3) |
| Major Requirements | | 24 |
| ENG 201 | Expository Writing | (3) |
| ENG 323 | History and Structure of the English Language | (3) |
| ENG 333 | Adolescent Literature | (3) |
| ENG 422 | Shakespeare | (3) |
| ENG 433 | Modern British and American Writers | (3) |
| ENG 498 | Senior Seminar | (3) |
| SPH 221 | Fundamentals of Speech | (3) |
| One other upper-level English course | | (3) |
| Professional Education Courses | | 23-29 |
| EDU 328 | Adolescence | (3) |
| EDU 380 | Principles of Teaching: Secondary/Middle | (3) |
| EDU 427 | Measurement, Assessment, and Evaluation | (3) |
| EDU 428 | Critical Issues in Curriculum and Philosophy | (3) |
| EDU 437 | Special Methods of Teaching Secondary/Middle English | (4) |
| EDU 480 | Internship | (6-12) |
| EDU 481 | Internship Seminar | (1) |
| Electives | | 7-13 |
| Total Credits | | 122 |

The State of Florida certifies teachers who have completed the approved program in the major for secondary education in grades 6-12. However, to be fully certified to teach in Florida middle schools, teachers with secondary certificates must add a middle school endorsement. This can now be completed as part of the Saint Leo undergraduate secondary education major with the addition of only two courses to the above-listed program. These two courses (EDU 447 and EDU 448) can be taken in the final semester if the student elects to take a 6-hour internship.

Writing

| Program Components | | | Semester Hours |
|--|---|-----|-------------------|
| Basic Studies and Physical Education | | | 50 |
| Foundation Courses | | | 12 |
| ENG 221 | Survey of English Literature I | (3) | |
| ENG 222 | Survey of English Literature II | (3) | |
| ENG 223 | Survey of American Literature I | (3) | |
| ENG 224 | Survey of American Literature II | (3) | |
| Major Requirements | | | 27 |
| ENG 323 | History and Structure of the English Language | (3) | |
| ENG 498 | Senior Seminar | (3) | |
| Four courses from the following: | | | (12) |
| ENG 201 | Expository Writing | | |
| ENG 227 | Basic Journalistic Writing | | |
| ENG 324 | Reviewing and Critical Writing | | |
| ENG 326 | Playwriting | | |
| ENG 328 | Biography and Autobiography | | |
| ENG 334 | Writing the Short Story | | |
| ENG 335 | Verse Writing | | |
| ENG 430 | Independent Writing | | |
| Plus three upper-level English courses | | | (9) |
| Electives | | | 33 |
| Total Credits | | | 122 |

English Minor

| | | | |
|--|----------------------------------|-----|-----|
| ENG 221 | Survey of English Literature I | (3) | |
| ENG 222 | Survey of English Literature II | (3) | |
| ENG 223 | Survey of American Literature I | (3) | |
| ENG 224 | Survey of American Literature II | (3) | |
| Plus three upper-level English courses | | | (9) |
| Total Credits | | | 21 |

Environmental Science Major Bachelor of Science

A major in environmental science is primarily designed to prepare students for employment as environmental scientists by government agencies, industry, and environmental or engineering consulting firms. This major also prepares students for admission into graduate programs in biology or environmental science.

| Program Components | | | Semester Hours |
|--|----------------------------------|-----|-------------------|
| Basic Studies and Physical Education | | | 50 |
| All Environmental Science majors are required to complete BIO 125, MAT 161 and MAT 231 as part of their Basic Studies program. | | | |
| Foundation Courses | | | 33 |
| CHE 123 | General Chemistry I | (4) | |
| CHE 124 | General Chemistry II | (4) | |
| CHE 311 | Organic Chemistry I | (4) | |
| CHE 312 | Organic Chemistry II | (4) | |
| ENG 201 | Expository Writing | (3) | |
| MAT 201 | Introduction to Statistics | (3) | |
| PHY 221 | General Physics I | (4) | |
| PHY 222 | General Physics II | (4) | |
| SPH 221 | Fundamentals of Speech | (3) | |
| Major Requirements | | | 33 |
| BIO 311 | Invertebrate Zoology | (4) | |
| BIO 312 | Vertebrate Zoology | (4) | |
| BIO 313 | Botany | (4) | |
| BIO 325 | Ecology | (4) | |
| BIO 425 | Microbiology | (4) | |
| ENV 201 | Geoscience | (4) | |
| ENV 401 | Advanced Environmental Science | (4) | |
| ENV 402 | Environmental Regulations | (2) | |
| ENV 403 | Seminar in Environmental Science | (3) | |
| Electives | | | 5 |
| Total Credits | | | 122 |

(CHE 321 Quantitative Chemical Analysis, SSC 327 Cultural Anthropology, and ECO 202 Principles of Microeconomics are highly recommended.)

Students must show evidence of Red Cross certification in Community Water Safety prior to enrolling in BIO 325 Ecology.

History Major

A 36-hour major in history is designed as preparation for graduate study in history, as part of a pre-law program, as preparation for careers in business and public affairs, for library or museum careers, or as part of a general liberal education.

| Program Components | | Semester Hours |
|--|----------------------------------|-------------------|
| Basic Studies and Physical Education | | 50 |
| Major Requirements | | 36 |
| HTY 121 | United States History to 1865 | (3) |
| HTY 122 | United States History Since 1865 | (3) |
| HTY 123 | Western Civilization to 1500 | (3) |
| HTY 124 | Western Civilization Since 1500 | (3) |
| HTY 339 | Readings in History | (3) |
| HTY 427 | History of Ideas | (3) |
| HTY 499 | Senior Seminar in History | (3) |
| Five other courses in history: three of which must be upper division (300-400 level) and two of which must be in non-western history | | (15) |
| Electives | | 36 |
| Total Credits | | 122 |

Majors are strongly encouraged to take Spanish language courses.

History Secondary Education

The College offers a teacher preparation program in History Secondary Education which is approved by the State of Florida Department of Education. Upon application to the state, graduates from this program will be eligible to teach any of the social studies

disciplines grades 6-12 in Florida and in 21 other states that recognize this certification. To complete the state-approved Teacher Preparation Program, students must complete all required education courses with a grade of "C" or higher and satisfy all program requirements. See the Teacher Preparation Program under Education for a list of requirements for History Secondary Education majors.

While it is possible to complete the program in eight semesters, students often find that an extra semester or a short summer session is necessary to complete all the requirements of this dual program.

| Program Components | | Semester Hours |
|---|---|-------------------|
| Basic Studies and Physical Education | | 50 |
| Major Requirements | | 39 |
| HTY 121 | United States History to 1865 | (3) |
| HTY 122 | United States History Since 1865 | (3) |
| HTY 123 | Western Civilization to 1500 | (3) |
| HTY 124 | Western Civilization Since 1500 | (3) |
| HTY 225 | Far Eastern History | (3) |
| HTY 227 | Latin American and Caribbean History or | (3) |
| HTY 233 | Middle Eastern History | (3) |
| HTY 339 | Readings in History | (3) |
| HTY 427 | History of Ideas | (3) |
| HTY 499 | Senior Seminar in History | (3) |
| Three other upper-division (300-400 level) courses in history | | (9) |
| REL 224 | Religions of the World II: Eastern Religions | (3) |
| Professional Education Courses | | 23-29 |
| EDU 328 | Adolescence | (3) |
| EDU 380 | Principles of Teaching: Secondary/Middle | (3) |
| EDU 427 | Measurement, Assessment, and Evaluation | (3) |
| EDU 428 | Critical Issues in Curriculum and Philosophy | (3) |
| EDU 437 | Special Methods in Teaching Secondary/Middle Social Studies | (4) |

| | | |
|---------------|--------------------|--------|
| EDU 480 | Internship | (6-12) |
| EDU 481 | Internship Seminar | (1) |
| Electives | | 4-10 |
| Total Credits | | 122 |

Prospective teachers are strongly encouraged to qualify for certification in social studies so as to provide themselves with a stronger qualification for a teaching position. To be certified social studies students will, in addition to completing the 36 hours in history and the 23-29 hours in education, need to take 15 additional hours: six hours in political science, including POL 223; six hours in economics; and three hours in geography. See your advisor to discuss this program addition.

The State of Florida certifies teachers who have completed the approved program in the major for secondary education in grades 6-12. However, to be fully certified to teach in Florida middle schools, teachers with secondary certificates must add a middle school endorsement. This can now be completed as part of the Saint Leo undergraduate secondary education major with the addition of only two courses to the above-listed program. These two courses (EDU 447 and EDU 448) can be taken in the final semester if the student elects to take a 6-hour internship. Social studies middle school certification requires the history secondary major plus the additional social studies courses.

History Minor

| | | |
|--|-------------------------------------|------|
| HTY 121 | United States History to 1865 or | |
| HTY 122 | United States History Since 1865 | (3) |
| HTY 123 | Western Civilization to 1500 or | |
| HTY 124 | Western Civilization Since 1500 | (3) |
| Four other electives in history, at least two of which must be upper-level (300-400 level) | | (12) |
| Total Credits | | 18 |

International Studies Major

A 36-hour major in international studies is designed to provide a foundation for graduate study in various international fields, as preparation for an international business, diplomatic, or military career, or as part of a general liberal education.

Students are strongly encouraged to complete at least two semesters of a foreign language and are strongly encouraged to study overseas for a semester or full year.

| Program Components | | Semester Hours |
|--------------------------------------|---|-------------------|
| Basic Studies and Physical Education | | 50 |
| Major Requirements | | 36 |
| HTY 124 | Western Civilization Since 1500 | (3) |
| HTY 325 | Modern Russia | (3) |
| HTY 425 | United States Diplomatic History | (3) |
| HTY 499 | Senior Seminar in History | (3) |
| POL 323 | Comparative Politics | (3) |
| POL 423 | International Relations | (3) |
| Six courses from the following: | | (18) |
| HTY 225 | Far Eastern Civilization | |
| HTY 227 | Latin America and the Caribbean | |
| HTY 233 | The Modern Middle East | |
| HTY 300 | Palestine and Israel | |
| HTY 330 | War and Peace | |
| HTY 337 | Legacies of the British Empire | |
| HTY 422 | Europe in the Twentieth Century | |
| POL 324 | Politics of Developing Nations | |
| POL 421 | Political Geography | |
| REL 223 | Religions of the World I: Western Religions | |
| REL 224 | Religions of the World II: Eastern Religions | |
| SSC 327 | Cultural Anthropology | |
| Electives | | 36 |
| Total Credits | | 122 |

Majors are strongly encouraged to take Spanish language courses.

Medical Technology Major

Bachelor of Science

Students majoring in medical technology spend three academic years at Saint Leo College, with the fourth year being spent at an affiliated hospital. During the first three years the student must complete 98 semester hours. In the third year, the student should apply for admission to the clinical program at an affiliated hospital. The student is still registered at Saint Leo College during this period and will receive an additional 30 semester hours of credit.

| <i>Program Components</i> | <i>Semester Hours</i> |
|--|-----------------------|
| Basic Studies and Physical Education | 51 |
| All Medical Technology majors are required to complete BIO 125, MAT 161, and MAT 231 as part of their Basic Studies program. | |
| Foundation Courses | 28 |
| CHE 123 General Chemistry I | (4) |
| CHE 124 General Chemistry II | (4) |
| CHE 311 Organic Chemistry I | (4) |
| CHE 312 Organic Chemistry II | (4) |
| CHE 321 Quantitative Chemical Analysis | (4) |
| PHY 221 General Physics I | (4) |
| PHY 222 General Physics II | (4) |
| Major Requirements | 19 |
| BIO 311 Invertebrate Zoology | (4) |
| BIO 312 Vertebrate Zoology | (4) |
| BIO 422 Immunology | (3) |
| BIO 425 Microbiology | (4) |
| One other upper-division (300-400 level) course in biology | (4) |
| Clinical Program | 30 |
| The clinical program is taken during the senior year at an affiliated hospital. | |
| MED 410 Microbiology | (6) |
| MED 411 Parasitology | (2) |
| MED 412 Urinalysis | (2) |
| MED 413 Orientation | (1) |
| MED 420 Hematology | (5) |
| MED 421 Blood Banking | (3) |
| MED 422 Serology | (2) |
| MED 430 Chemistry, Clinical | (9) |
| Total Credits | 128 |

Music Minor

The minor in music is offered for personal enrichment. The minor in music requires the following 22 hours.

| | |
|---------------------------------|-----|
| MUS 105,106,107, or 116 | (3) |
| MUS 120-420 Private Instruction | (4) |
| MUS 121 Music Theory I | (3) |
| MUS 122 Music Theory II | (3) |
| MUS 321 Music History I | (3) |
| MUS 322 Music History II | (3) |
| Total Credits | 19 |

Philosophy Minor

The minor in philosophy requires 18 hours in philosophy courses, nine of which must be in upper-division (300-400 level) courses. The minor, provides personal enrichment and is especially useful for students considering graduate studies in religion and ministry. The minor is also relevant for students majoring in political science and pre-law.

Political Science Major

A 30-hour major in political science is designed as preparation for graduate or legal study, for a career in politics or public service, or as part of a general liberal arts education.

| <i>Program Components</i> | <i>Semester Hours</i> |
|--|-----------------------|
| Basic Studies and Physical Education | 50 |
| Major Requirements | 30 |
| POL 121 Introduction to Politics | (3) |
| POL 123 Introduction to Law and the Legal System | (3) |
| POL 223 American Federal Government | (3) |
| POL 224 American State and Local Government | (3) |
| POL 311 Political and Legal Theory I or | |
| POL 312 Political and Legal Theory II | (3) |

| | | |
|---|--|-----|
| POL 326 | U.S. Constitutional Law I or | |
| POL 327 | U.S. Constitutional Law II | (3) |
| POL 499 | Senior Seminar in Political Science | (3) |
| Three other upper-division (300-400 level) courses in political science, CRM 321, CRM 322, or HTY 425 | | |
| Electives | | 42 |
| Total Credits | | 122 |

Majors are strongly encouraged to take language courses and to study abroad.

Political Science Minor

| | | |
|---|--------------------------------|-----|
| POL 121 | Introduction to Politics | (3) |
| POL 223 | American Federal Government | (3) |
| POL 323 | Comparative Politics | (3) |
| Three additional electives in political science, at least two of which must be 300-400 level | | |
| (9) | | |
| Total Credits | | 18 |

Pre-Law

Law schools do not require a particular undergraduate major. Instead, law schools seek students who have well developed oral and written communication skills, are well grounded in the liberal arts, who have demonstrated their ability to think critically and who have mastered a field through a major.

Students interested in law school should meet with the Pre-law Advisor early in their academic careers. The Pre-law Advisor will work with students to elect a major, choose electives that will enrich their understanding of the humanities, social and natural sciences, and generally prepare for law school selection.

Particularly useful courses include those that develop thinking skills, such as accounting, logic, and writing; communication skills, such as speech and writing; and knowledge of social institutions, such as criminology, history, and political science.

The following specific courses also would benefit students interested in attending law school: POL 123 Introduction to Law and the Legal System, POL 326 United States Constitutional Law I, POL 327 United States Constitutional Law II, and GBA 331 Business Law I.

Students who are considering a career in law should meet with the Pre-Law Advisor who may be contacted through the Division of Liberal Arts and Sciences.

Pre-Health Profession Program

Students interested in pursuing careers in medicine, dentistry and veterinary science are encouraged to obtain the bachelor's degree with a major in biology and a minor in chemistry. Students with an interest in optometry, pharmacy, or other preprofessional medical programs should consult with the department chair.

All students interested in careers in the health professions should meet with the Pre-Health Professions Advisor during their first semester on campus.

Psychology Major

A 36 or 37-hour major in psychology is designed as preparation for entry-level positions in mental health and human services settings, as well as for psychology-oriented positions in personnel or sales, for graduate study in psychology and related fields, or as part of a liberal arts education.

| Program Components | | Semester Hours |
|--------------------------------------|---|-------------------|
| Basic Studies and Physical Education | | 50 |
| Major Requirements | | 36-37 |
| MAT 201 | Introduction to Statistics | (3) |
| PSY 121 | Introduction to Psychology | (3) |
| PSY 228 | Social Psychology | (3) |
| PSY 324 | Experimental Psychology | (3 or 4) |
| PSY 327 | Abnormal Psychology | (3) |
| PSY 422 | Psychology of Learning or | |
| PSY 432 | Psychology of Motivation | (3) |
| PSY 496 | Comprehensive Psychology Examination (PACAT) | (0) |

| | | | |
|---|-----|------------------------------|-------|
| PSY | 499 | Senior Seminar in Psychology | (3) |
| Five other upper-division (300-400 level) courses in psychology | | | (15) |
| Electives | | | 35-36 |
| Total Credits | | | 122 |

Majors are strongly encouraged to take Spanish language courses.

Psychology Minor

| | | | |
|---|-----|----------------------------|------|
| PSY | 121 | Introduction to Psychology | (3) |
| Five additional electives in psychology, at least three of which must be from the following list: | | | (15) |

| | | | |
|---------------|-----|-------------------------------------|----|
| MAT | 201 | Introduction to Statistics | |
| PSY | 228 | Social Psychology | |
| PSY | 322 | Physiological Psychology | |
| PSY | 324 | Experimental Psychology | |
| PSY | 327 | Abnormal Psychology | |
| PSY | 331 | Interviewing and Counseling Skills | |
| PSY | 335 | Psychology of Women | |
| PSY | 422 | Psychology of Learning | |
| PSY | 427 | Personality Theory | |
| PSY | 428 | Counseling Principles and Practices | |
| PSY | 431 | Childhood Disorders | |
| PSY | 432 | Psychology of Motivation | |
| PSY | 433 | Sensation and Perception | |
| Total Credits | | | 18 |

Religion Major

The major in religion requires 30 hours and is intended as preparation for graduate study in religion and ministry and for personal enrichment. Students majoring in religion should consider a second major in another field, such as English or social science.

| Program Components | | Semester Hours |
|--------------------------------------|-----|---------------------------------------|
| Basic Studies and Physical Education | | 50 |
| Major Requirements | | 30 |
| REL | 124 | Introduction to the Old Testament (3) |
| REL | 125 | Introduction to the New Testament (3) |

(may be replaced with REL 325 with approval of the dean)

| | | | |
|--------------------------------------|-----|---------------------------------|-----|
| REL | 320 | Foundations of Christian Faith | (3) |
| REL | 333 | Survey of Christian Theology I | (3) |
| REL | 334 | Survey of Christian Theology II | (3) |
| One other course from the following: | | | (3) |

| | | | |
|---|-----|---------------------------|------|
| REL | 220 | Christian Morality | |
| REL | 345 | Christian Social Ethics | |
| PHI | 224 | Ethics | |
| PHI | 324 | Medical Ethics | |
| PHI | 328 | Business Ethics | |
| PHI | 345 | Contemporary Moral Issues | |
| Four other courses in Religion | | | (12) |
| (A minimum of 30 semester hours must be in Religion.) | | | |

| | | | |
|---------------|--|--|-----|
| Electives | | | 42 |
| Total Credits | | | 122 |

Religion Minor

The minor in religion requires 18 hours in religion, nine of which must be in upper-division (300-400 level) courses. The minor is useful for students with a religious interest who plan to teach at the secondary level in either public or private schools.

In addition to the major and minor in religion, the College works collaboratively with diocesan offices throughout Florida in support of the continuing education needs of clergy, religious, and laity. Credit and non-credit programs are available in support of permanent diaconate formation, youth ministry, and lay leadership.

Sociology Major

The 36-hour major in sociology is designed as preparation for graduate study, for careers that involve working with people, or as part of a liberal arts education.

| Program Components | | Semester Hours |
|--------------------------------------|-----|--------------------------------|
| Basic Studies and Physical Education | | 50 |
| Major Requirements | | 36 |
| MAT | 201 | Introduction to Statistics (3) |

| | | | |
|--|-----|---|------|
| SOC | 121 | Introduction to Sociology | (3) |
| SOC | 323 | Sociological Theory | (3) |
| SSC | 222 | Social Problems | (3) |
| SSC/ | | | |
| SWK | 320 | Methods of Social Research | (3) |
| SSC | 322 | Race and Ethnicity in American Culture | (3) |
| SSC | 324 | Marriage and the Family | (3) |
| SSC | 327 | Applied Anthropology | (3) |
| Four other upper-division (300-400 level) | | | |
| courses in sociology (SOC), social science | | | |
| (SSC), criminology (CRM), SWK 319, or | | | |
| SWK | 328 | | (12) |
| Electives | | | 36 |
| Total Credits | | | 122 |

Majors are strongly encouraged to take Spanish language courses.

Sociology Minor

| | | | |
|--|-----|---------------------------|------|
| SOC | 121 | Introduction to Sociology | (3) |
| SSC | 222 | Social Problems | (3) |
| Four additional electives in sociology (SOC), | | | |
| social work (SWK), or social science (SSC), at | | | |
| least three of which must be 300-400 level | | | |
| | | | (12) |
| Total Credits | | | 18 |

Theatre Minor

| | | | |
|--|-----|--------------------------------------|-----|
| FAS | 125 | Introduction to Theatre | (3) |
| FAS | 127 | Acting | (3) |
| FAS | 220 | Theatre Playhouse | (1) |
| (Repeat minimum 4 times) | | | |
| ENG | 326 | Playwriting | (3) |
| Two additional electives from the following: | | | |
| | | | (6) |
| ENG | 338 | Modern American Drama | |
| ENG | 339 | Modern British and European Drama | |
| ENG | 422 | Shakespeare | |
| ENG | 430 | Independent Writing | |
| Total Credits | | | 19 |

Courses of Instruction

In the following section, courses offered by the various academic departments of the College are listed alphabetically by subject. Immediately following each course title is the number of credits granted for successful completion of the course. Courses listed represent the normal offerings. Unless otherwise noted, the schedule of courses in this catalog refers to the course offerings at the Saint Leo, Florida campus. Departments also are authorized to offer special courses on an ad hoc basis. These are given in a "Special Topics" designation in the course listings. Not all courses are offered every semester and at all locations.

Academic Support Services Course Descriptions

COL 101 **3 credits**

Introduction to College
Prerequisite: Entering freshman status
 This course has four main objectives. It provides an on-going orientation to Saint Leo College; allows for analyses of personal, academic and career goals; helps students develop or improve study skills; and addresses solutions to specific as well as general problems encountered during the freshman year. All new first year in college students are strongly encouraged to enroll in this course during their first semester.

COL 103 **1 credit**

Seminar on Self-Awareness
 This course is designed to enhance students' understanding of college life, what they can expect from it, and what they are expected to give to it. The course includes a required writing component. This is a pass/fail course. This is a required course for all new freshman students.

COL 104 **1 credit**

College Study Skills
Prerequisite: Entering freshman status
 The course helps students develop and improve study skills and provides guidance and hands-on practice to achieve academic success.

COL 115 **1 credit**

Student Development Issues
Prerequisite: Permission of faculty member
 The purpose of this course is to help students develop skills that relate to their personal development, interaction with individuals and groups, community development, and leadership issues. This course is primarily designed for students interested in, or currently employed as a resident assistant. It will focus on the development of the interpersonal and helping skills useful to any student.

Division of Business and Professional Studies Accounting Course Descriptions

ACC 201 **3 credits**

Principles of Accounting I
 An introduction to the preparation and use of accounting information that is found in financial and operating statements. Study of the bases for measuring performances and making business decisions. Emphasis is on problems of measurement of income and expense, working capital and investments. Includes material on corporations, fund-flow and interpretation of financial statements. Course fee may apply. Offered every semester.

ACC 202 **3 credits**

Principles of Accounting II

Prerequisite: ACC 201

A continuation of ACC 201 with emphasis on problems of measurement of income and expense, working capital, and investments. Includes material on corporate investments and liabilities, cash flow statements, cost accounting, cost-volume analysis, budgeting, capital budgeting, and internal decision making. Course fee may apply. Offered every semester.

ACC 301 **3 credits**

Intermediate Accounting I

Prerequisite: ACC 202

Study of the development of generally accepted accounting principles and valuation models in the application to the general presentation of financial statements. Offered fall semester.

ACC 302 **3 credits**

Intermediate Accounting II

Prerequisite: ACC 301

A continuation of the development of generally accepted accounting principles and valuation of liabilities and equities, revenue realization, accounting changes, income taxes, leases, and financial statement disclosures. Offered spring semester.

ACC 329 **3 credits**

Directed Study: Readings or Research

Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue a particular aspect of accounting that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

ACC 331 **3 credits**

Cost Accounting I

Prerequisite: ACC 202

A study of relevant costs for decision-making, cost accounting fundamentals, systems and management control. Offered spring semester.

ACC 332 **3 credits**

Cost Accounting II

Prerequisite: ACC 331

A continuation of ACC 331 emphasizing cost analysis, capital budgeting, inventory planning and other costs. Offered as needed.

ACC 100-400 **1-3 credits**

Special Topics

Prerequisite: Permission of faculty member and division dean/center director

A variable content course in accounting that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

ACC 401 **3 credits**

Advanced Accounting

Prerequisite: ACC 302

Accounting principles for mergers, acquisitions and consolidations, and work-sheet analysis of consolidation principles, partnership accounting. Introduction to international accounting and fund accounting. Offered fall semester.

ACC 403 **3 credits**

Accounting Information Systems

Prerequisite: ACC 302

Principles involved in setting up business or non-profit organization accounting systems, related source documents, internal controls, and the interface with the need of management of the organization, integration of systems to computer applications, and managing computer internal controls, designs, and implementation. Offered spring semester.

ACC 404 **3 credits**

Fund Accounting for Government and Not-for-Profit Organizations

Prerequisite: ACC 201

Accounting principles as they apply to governments and not-for-profit organizations (cities, hospitals, universities, etc.). Management accounting principles as they apply to these organizations. Offered as needed.

ACC 405 3 credits**Accounting Theory and Research***Prerequisite: ACC 302*

Pure accounting theory -- its concepts, theorems and propositions -- is examined with openness to seek better accounting information. The research portion blends the practical application of theory to current real problems in decisions as to how financial statements should be presented. Offered as needed.

ACC 411 3 credits**Auditing I***Prerequisites: ACC 302 and MAT 201*

Principles and procedures of internal and public auditing. The ethics, responsibilities, standards and reports of professional auditors.

ACC 412 3 credits**Auditing II***Prerequisite: ACC 411*

A continuation of ACC 411 emphasizing accounting systems, applications of auditing programs, and current developments in the field of public accounting. Offered every semester. Offered spring semester.

ACC 421 3 credits**Federal Taxes I***Prerequisite: ACC 202*

An introduction to the federal income tax structure with emphasis on statutes and regulations relating to the concept of taxable income emphasizing the taxation of individuals.

ACC 422 3 credits**Federal Taxes II***Prerequisite: ACC 421*

An introduction to federal taxation of corporations, partnerships, trusts and estates with an expanding emphasis on corporate taxation. Offered as needed.

ACC 423 3 credits**Estate, Trusts and Gifts Taxation***Prerequisite: ACC 202*

Review of the tax laws as regards estates and gifts and applicable property transactions

related to estates and gifts. Review of the tax law regarding the taxable income of estates and trusts and how they differ from the taxable income of individuals and corporations. Offered as needed semester.

ACC 425 3-12 credits**Accounting Internship***Prerequisites: Junior or senior standing and permission of division dean/center director*

Students use skills learned in the classroom, to design, implement, or improve accounting procedures within small businesses and agencies or obtain experience in a corporate setting or CPA firm. As an intern the student will experience and learn functions of accounting which may include: financial statement analysis; inventory analysis; flexible budgeting; fixed asset conversion; interoffice settlement account; banking function; price level adjusted statements; consolidations; replacement costing; auditing; taxes. Offered as needed.

ACC 429 1-3 credits**Advanced Directed Study and Research***Prerequisite: Permission of faculty member and division dean*

Intensive individual study in a particular aspect of accounting that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

ACC 499 0 credits**Accounting Comprehensive Examination***Prerequisite: Senior standing*

Final comprehensive written examination for accounting majors. Examination is taken in the final semester of accounting coursework. Test fee.

Computer Information Systems

Course Descriptions

COM 123 **3 credits** **Introduction to Word Processing on Microcomputers**

An introduction to the use of microcomputers in the preparation of text for documents such as letters, reports, manuscripts and research papers. Students will use a word processing application package to learn the fundamentals of computer keyboarding and electronic writing and editing. Combination of data processing and text processing will be explored. Course fee may apply.

COM 130 **3 credits** **PC Applications**

Students will use commercial software packages in the microcomputer laboratory to gain an understanding of software functions and to develop personal competency in practical applications of microcomputers including the operating system, word processing, spreadsheets, database management, and telecommunications. All students are required to take this course or demonstrate proficiency in all areas of the course. Course fee may apply. Offered every semester.

COM 205 **3 credits** **Programming in BASIC**

Prerequisites: COM 123 or COM 130

An introduction to information processing and problem solving through the use of the BASIC programming language in the laboratory. Students use algorithms and computer logic to translate data into information through structured design, coding, testing, and debugging of computer programs. Some knowledge of algebra is expected. Course fee may apply. Offered as needed.

COM 206 **3 credits**

Programming in Pascal

Prerequisites: COM 123 or COM 130

An introduction to information processing and problem solving through the use of the Pascal programming language in the laboratory. Students use algorithms and computers logic to translate data into information through structured design, coding, testing, and debugging of computer programs. Some knowledge of algebra is expected. Course fee may apply. Offered as needed.

COM 207 **3 credits**

Programming in C/C++

Prerequisites: COM 123 or COM 130

An introduction to information processing and problem solving through the use of the C/C++ programming language in the laboratory. Students use algorithms and computer logic to translate data into information through structured design, coding, testing, and debugging of computer programs. Some knowledge of algebra is expected. Course fee may apply. Offered in alternate years.

COM 208 **3 credits**

Programming in Visual Basic

Prerequisites: COM 123 or COM 130

The Visual Basic programming language is used in the development of many computer applications, particularly those from the Microsoft Corporation. It allows the user to create windows and many special features of applications from Microsoft and other companies. Some knowledge of computer programming is expected. Course fee may apply. Offered in alternate years.

COM 209 **3 credits**

Programming in JAVA

Prerequisites: COM 123 or COM 130

The JAVA language has been widely adopted as the development language of the Internet. Many new programs and applications are written in JAVA language. This course will introduce the student to programming in JAVA and developing applications for the Internet.

Some knowledge of computer programming is expected. Course fee may apply. Offered as needed.

COM 220 **3 credits**

COBOL Programming

Prerequisites: COM 123 or COM 130

An introduction to the widely used business oriented programming language. Students will use structured techniques to design, write and test programs using this popular high-level language in a hands-on laboratory environment. Information processing concepts will include input editing, file and record handling, control breaks and report generation. Course fee may apply. Offered as needed.

COM 230 **3 credits**

Spreadsheet Applications

Prerequisites: COM 130

An advanced course in the design and construction of spreadsheet applications. Students learn how to build template spreadsheets, to combine spreadsheets, to design and use macros, to use financial and statistical functions, to prepare graphs and to manipulate data by using sorts and queries. Introductory knowledge of a spreadsheet (e.g., Lotus, Excel, etc.) is required. Course fee may apply. Offered every semester.

COM 312 **3 credits**

Computer Architecture

Prerequisite: COM 130

The architecture of computers is a necessary foundation course in order for the student to understand the relationship among the many parts of the computer and how they interact. In addition, the student will be introduced to computer operating systems and how they control the various parts of the computer. Offered in alternate years.

COM 315 **3 credits**

Decision Support Systems

Prerequisite: COM 230

The ability to use the computer to enhance decision making through better analysis of the available data and application of statistical concepts to this data is invaluable in the competitive world. This course will provide the student with the knowledge and skills necessary to create applications to provide this capability. Course fee may apply. Offered in alternate years.

COM 320 **3 credits**

Systems Analysis and Design

Prerequisite: COM 130

The typical system development cycle including analysis of current systems, logical systems design, physical systems design, program development, testing, implementation, maintenance and documentation. Students are given real life systems to design, implement and document. Course fee may apply. Offered in alternate years.

COM 329 **3 credits**

Directed Study or Research

Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue a particular aspect of computer studies that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

COM 100-400 **1-3 credits**

Special Topics

Prerequisite: Permission of faculty member and division dean/center director

A variable content course in computer studies that is designed for a specific class level: freshman (100) through seniors (400). Topic is announced in advance of registration. Offered as needed.

COM 410 **3 credits****Data Base Concepts and Programming**

Prerequisite: COM 320

Structures of data base management systems, applications of data structures, network, relational, and hierarchical data models, application program development, query systems, file security and the role of data base administrators. During the COM 320 course (a mandatory prerequisite for this course) the student analyzed a business operation for computerization or computer system upgrade and designed the new computer system. In this course, the student will utilize a database management system in the laboratory to create the data base and other software necessary for completing the system upgrade begun in COM 320. Course fee may apply. Offered in alternate years.

COM 415 **3 credits****Network Theory and Design**

Prerequisite: COM 130

An understanding of the theory, design and application of networks is essential to any computer professional in the workplace. Students will be introduced to the theory and design of networks and create and operate a network at Saint Leo. Course fee may apply. Offered in alternate years.

COM 421/MGT 421 **3 credits****Management Information Systems**

Prerequisites: MGT 301 and COM 130

A study of information concepts and the fundamental principles of the systems approach to managing information. The student will learn the relationship between an organization, its data sources and its information requirements through the study of computer-based decision support processes. Offered spring semester.

COM 429 **1-3 credits****Advanced Directed Study and Research**

Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of computer studies that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

COM 498 **3 credits****Information Resource Management**

Prerequisite: COM 315, COM 410, COM 415, MGT 301, MKT 301

Corequisite: COM 499

A capstone course open to seniors only, emphasizing the integration of information and environmental systems to support broad strategic planning decisions. The course will involve lectures, case studies and application of previous course work to support strategic decision making. Offered in alternate years.

COM 499 **0 credits****Computer Information Systems Comprehensive Exam**

Corequisite: COM 498

Final comprehensive written examination of all Computer Information Systems core courses. Exam is administered during the COM 498 Information Resource Management course. Test fee. Offered in alternate years.

Criminology Course Descriptions

CRM 220 3 credits

Survey of the Criminal Justice System

Prerequisite: POL 123

An introductory overview of the American criminal justice system that examines crime and victimization trends, crime prevention programs, law enforcement, prosecution, defense, adjudication, sentencing, corrections, and criminal justice policy making.

CRM 225 3 credits

Criminal Investigation

This course covers the fundamental components of investigating criminal offenses for the purpose of apprehending suspects and preparing cases for adjudication. Special attention is paid to the scientific aspects of gathering and analyzing evidence, and the overall management of major cases is stressed. The course objective will be to provide the student with an in-depth examination of the science and art of criminal investigations. Class presentations and crime scene simulations will focus on the use of physical evidence, investigative techniques, due process considerations, and the role of the physical, biological, and social sciences in case development.

CRM 300 1-3 credits

Special Topics

Prerequisite: Permission of faculty member

A variable content course which is designed to offer a specialized topic, such as capital punishment, parole and probation, RICO, organized crime, etc.

CRM 321 3 credits

Substantive Criminal Law

Prerequisite: POL 123

This course covers the creation and application of substantive criminal law. Topics covered include the nature and origins of criminal law, substantive due process, elements of criminal liability, the doctrine of complicity,

uncompleted crimes, defenses to criminal liability, and the elements of crimes against: persons, habitation, property, the public order and morals.

CRM 322 3 credits

Law of Criminal Procedure

Prerequisite: POL 123

This course concerns the laws governing procedural due process for criminal defendants. Case analyses and the interpretation of appellate court opinions are used to learn the fundamental relationships between the U.S. Constitution, courts and criminal procedure. Topics covered include remedies for state law-breaking, initial police - citizen contacts, seizures of persons, search and seizure of property, interrogations and confessions, identification procedures, decisions to charge and the first appearance, pretrial proceedings, conviction by trial and by guilty plea, and post-sentencing considerations.

CRM 326 3 credits

Theories of Criminal Behavior

Prerequisite: SOC 121 or PSY 121

This course is an interdisciplinary examination of the causes of criminal behavior. Case studies are used to illustrate the biological, psychological, social and economic correlations of crime. The focus is on understanding the major theories and applying these theoretical models to improve our understanding of criminal motivations.

CRM 327 3 credits

Typologies of Criminal Behavior

This course presents a typology of the major systems of criminal behavior in the United States. Topics covered include the principles of criminal topologies, violent personal crime, occasional property crime, public order crime, conventional crime, criminal careers, political crime, occupational crime, corporate crime, organized crime, and professional crime.

CRM 329 **1-3 credits****Directed Study: Readings or Research**

Prerequisite: Permission of faculty member and division dean

A variable content course in criminology that is designed for individuals or small groups of students to pursue in depth a particular aspect of crime, law, or the criminal justice system that is not covered or is treated lightly in regular course offerings.

CRM 420 3 credits**Prosecution and Adjudication**

Prerequisites: POL 123 and CRM 220

This specialized course focuses on the processes and issues of criminal prosecution and adjudication. Upon successful completion of this class, the student should understand the major strategies, problems, and procedures of prosecuting, trying, and sentencing criminal offenders. Subject matter will include charging discretion, plea bargaining, the operation of state and U.S. attorney offices, case preparation and presentation, trial procedure, the criminal court system, criminal defense and public defenders, juries, verdicts, and sentencing options.

CRM 421 **3 credits****Juvenile Justice**

Prerequisites: POL 123 and CRM 220

This course addresses the problem of juvenile crime and justice in the United States. Topics covered include the nature and extent of the delinquency problem, the measurement of official delinquency, unofficial accounts of delinquency, the role of the family, schools, and peers; an overview of the juvenile justice process including law enforcement, courts, corrections; and efforts towards delinquency prevention and prediction.

CRM 422 **3 credits****Law Enforcement Systems**

Prerequisites: POL 123 and CRM 220

This course provides a comprehensive examination of American law enforcement systems at the federal, state and local levels.

The student should gain an understanding of patrol strategies, field training, detective operations, case screening, crime laboratory, police corruption, use of force, due process issues, community relations, law enforcement information systems, professionalism, job stress, and innovations in policing.

CRM 430 **3 credits****Correctional Systems**

Prerequisites: POL 123 and CRM 220

This course is designed to be a comprehensive overview of our government's response to convicted criminal offenders. The origins, evolution, processes, and current problems of correctional systems will be the topics of study. More specifically, the course will cover: the history of corrections in the U.S., short-term detention, state and federal prisons, inmate topologies, capital punishment, correctional law, probation/parole, and community corrections.

CRM 425 **15 credits****Field Placement in Criminology**

Prerequisites: Senior standing, enrollment in the campus program, and permission of the Field Placement Committee

The criminology practicum is intended to be offered to students without professional criminal justice work experience. It is a 560-hour (15-semester hour) unpaid, supervised internship which may be taken only at specific agency provider sites, and only upon approval of the host agency and the Criminology Field Placement Committee. Presently, provider agencies include the Hillsborough County Sheriff's Office, U.S. District Court: Office of Probation and Parole, the U.S. Customs Service, Pasco Juvenile Detention Center, and Florida Department of Corrections (Office of Probation and Parole or Zephyrhills Correctional Institution). Other agencies can be included upon request if they meet provider site criteria.

CRM 496 3 credits
Criminology Comprehensive Examination

Corequisite: CRM 499

Final comprehensive written examination of all criminology foundation and core courses. Examination is administered in the CRM 499 Senior Seminar in Criminology course. Test fee.

CRM 499 3 credits
Senior Seminar in Criminology

Prerequisite: Senior standing in Criminology

This capstone course is designed to synthesize the information and insights from the other courses in the criminology curriculum. It includes computer-based research in crime trends and causes, a research project that evaluates criminal justice policy-making, an assessment of each senior criminology major's knowledge level through the administration of a nationally based criminology achievement examination, and exposure to components of the criminal justice system through volunteer experience at local agencies.

Education Course Descriptions for Teacher Recertification

EDC 228 3 credits
Microcomputers in Education

An exploration of computer-assisted instruction in the K-12 classroom. Major topics include integration of courseware into the curriculum, management system design for effective use of microcomputers, and evaluation of educational software.

EDC 301 3 credits
Methods and Content of Elementary Physical Education Games

Designed for the (K-8) teacher, this course covers psychomotor skills, reference material, curriculum planning, methods of instruction, and practical application for the content area of teaching educational games and related skills.

EDC 302 3 credits
Methods and Content of Elementary Dance

Designed for the (K-8) teacher, this course covers psychomotor skills, reference material, curriculum planning, methods of instruction and practical application for the content area of teaching dance and related skills.

EDC 303 3 credits
Methods and Content of Elementary Gymnastics

Designed for the (K-8) teacher, this course covers psychomotor skills, reference material, curriculum planning, methods of instruction and practical application for the content area of teaching gymnastics and related skills.

EDC 304 3 credits
The Exceptional Child

This course is designed to study a variety of exceptionalities, the legal rights of disabled students and the classroom accommodations required. Students will apply their knowledge to case studies of exceptional students and will learn to design classroom accommodations for inclusion models.

EDC 305 3 credits
Physical Education in the Elementary School

Emphasis is on teaching skills, reference materials and equipment.

EDC 315 3 credits
Theory and Research in Early Childhood

A survey of the theories and research related to child development and the teaching-learning process as applied to current early childhood programs. Emphasis on relationships between theory and practice.

EDC 316 **3 credits**
Curriculum and Methods for Early Childhood

An experientially-based study of desired behaviors in young children and of teaching attributes effective in producing such desired behaviors. Study of programs, curricular materials and methods in early childhood education.

EDC 323 **3 credits**
Music in the Elementary School

A study of the objectives, theories and techniques of teaching music in the primary and intermediate grades.

EDC 325 **3 credits**
Introduction to Speech Disorders

The nature, causes, and treatment of certain speech disorders, such as defective articulation, stuttering, cleft palate and voice disorders.

EDC 326 **3 credits**
Art in the Elementary School

The theory and practice of art instruction in the elementary school: understanding the creative experience in visual arts through classroom lecture and workshop activity.

EDC 327 **3 credits**
Art in the Secondary School

Techniques of teaching art to the secondary school student, emphasizing development of the student's creative work. Included are drawing, design, three-dimensional approaches and painting.

EDC 330 **3 credits**
Mathematics in the Elementary School

A study of methods and problems in the teaching of mathematics in the elementary school. Topics include developing number concepts, examination of the algorithms in relation to common errors made by students, diagnosing areas of difficulties of students, developing individualized programs of instruction, constructing tests of pre- and post-assessment, grading the individual and use of informal reinforcement aids.

EDC 331 **3 credits**
Humanities in the Elementary School

A study of methods integrating children's literature, music, art, drama, and movement into the elementary school. Includes folklore, poetry, fantasy, and realism.

EDC 332 **3 credits**
Language Arts Development in the Elementary School

A survey of the development of language arts skills through the elementary school years: listening, speaking, reading and writing. Activities to enhance language arts skills development are designed and evaluated.

EDC 333 **3 credits**
Adolescent Literature

The study of literature written for adolescents or young adults including realism, romanticism, fantasy and science fiction, and biography. Special emphasis is paid to books commonly used in middle schools and high schools.

EDC 334 **3 credits**
Introduction to Teaching Reading in the Elementary School

Investigation of basic theories underlying traditional and newer approaches to the teaching of reading. Study and evaluation of essential reading skills involved in readiness, decoding, comprehension and study skills.

EDC 335 **3 credits**
Diagnosis and Remediation of Reading Problems in the Elementary School

Administration and interpretation of informal reading inventories, criterion tests and other diagnostic measures. Application of specific methods and materials for remediation of reading problems. Knowledge of causation and remediation of various types of reading problems.

EDC 337 3 credits
Children's Literature in the Elementary School

The study of literature, either expressly written for children or traditionally given to children, including folklore, poetry, fantasy, modern realistic fiction, biography, historical fiction and information books.

EDC 338 3 credits
Science in the Elementary School

Study of fundamental concepts in natural science; analysis of techniques, materials and procedures in the instruction of all aspects of natural science at the elementary level.

EDC 339 3 credits
Social Studies in the Elementary School

The examination of teaching strategies in the development of a social studies program. Topics include a study of current trends in social studies instruction, preparing the student for social instruction, developing assessments, developing materials for resources, and utilizing methods of formal and informal instruction.

EDC 300-400 1-3 credits
Special Topics

A variable content course in education. Topic is announced in advance of registration.

EDC 405 3 credits
Foundations of Mental Retardation

Study of the biological, sociological and psychological foundations of mental retardation. Study of the physical and environmental causes of retardation and societal implications.

EDC 406 3 credits
Curriculum and Methods for the Educable Mentally Retarded

Study and analysis of curriculum, methods, and materials for the educable mentally retarded with regard to physical, intellectual, academic, occupational, personal and social development.

EDC 407 3 credits
Curriculum and Methods for the Trainable Mentally Retarded

Study of existing methods, curriculum and materials in the instruction of the trainable mentally retarded. Includes areas of self-help and socialization, music, arithmetic and the arts.

EDC 408 3 credits
Clinical Practices in Special Education

This course reviews the federal law and state regulations regarding educational placement and planning for the exceptional student. Emphasis is placed on diagnostic assessment, staffing procedures as well as on the writing and implementation of the Individual Education Plan.

EDC 422 3 credits
Educational Media in the Elementary School

Preparation, production and use of educational media including graphics, photography and personally produced video and computer materials to be used as instructional media.

EDC 430 3 credits
Nature and Needs of the Gifted

The purpose of the course is to review the characteristics and educational needs of children and youth who can be categorized as gifted or talented. Special attention will be paid to nomination, selection procedures, specialized programming, and non-categorical approaches.

EDC 431 3 credits
Curriculum Procedures for Gifted

Focus is on content-modification, skills adaptation, problem finding and problem solving, creativity training, instructional strategies and personal preparation for educators of the gifted. Content modification includes math, science, social studies, and the visual and performing arts. Special emphases include developing individualized education plans and the gifted adolescent in transition.

EDC 432 **3 credits**
Guiding the Gifted Child

Addresses social, emotional and motivational needs of gifted children and their families. Components include self-esteem, peer, parent and sibling relationships, motivation, stress management, communication of feelings, depression, underachievement and realized potential.

EDC 433 **3 credits**
Educating Special Populations of Gifted

The focus of this course is on understanding the issues and influences impacting upon the identification and education of special populations of gifted students. These populations include the under-represented minorities (Black, Hispanic, Asian-American, and American Indian), the underachieving gifted, learning disabled/gifted, minority language gifted, handicapped gifted, and the highly gifted.

EDC 434 **3 credits**
Theory and Development of Creativity for the Gifted

This course examines the theories of creativity and the elements of the creative process. Strategies and techniques will be developed for encouraging creative behavior in gifted students.

EDC 435 **3 credits**
Advanced Diagnosis and Remediation of Reading Problems in the Elementary School

Investigation of diagnostic tools and remediation techniques and materials for the reading specialist; testing and tutoring of children with reading problems; preparation of case studies.

EDC 438 **3 credits**
Special Methods of Teaching Middle School Subjects (Language Arts, Social Studies, Math, Science)

Study of methods and processes specific to the teaching of middle school subjects.

Provides a laboratory experience for prospective middle school teachers with focus on instructional teacher behaviors, subject specific methodologies, and instructional management strategies.

EDC 439 **3 credits**
Special Methods of Teaching Secondary Subjects (English, History, Biology, Math)

Study of methods and processes specific to the student's teaching area. Provides a laboratory experience and weekly seminars for prospective secondary teachers with focus on teacher instructional behaviors and the acquisition of subject specific methodologies.

EDC 490 **3 credits**
Educational Theories of Learning Disabilities

An investigation of the sources of specific learning disabilities with special emphasis on implications for educational planning and instructional management. Emphasis on understanding the educational problems of SLD children.

EDC 491 **3 credits**
Methods and Materials for the Learning Disabled I

Methods for teaching social and personal skills to students with specific learning disabilities, with an emphasis on employability, career awareness, and transition.

EDC 492 **3 credits**
Methods and Materials for the Learning Disabled II

Analysis of curriculum, methods and materials for teaching children and adolescents with specific learning disabilities. Procedures of instructional diagnosis are integrated with individualized instruction techniques. Course topics include task analysis, clinical teaching, and strategies for instruction in spoken and written language, reading and mathematics.

EDC 493 **3 credits**
Classroom Management in Special Education

Investigation and application of behavior management principles for use with exceptional students. The course will cover clinical diagnosis of problems and development of specific behavioral plans for individual students and classrooms.

EDC 494 **3 credits**
Measurement & Evaluations of Exceptional Students

In this course, Exceptional Student Education majors will learn to gather, interpret and apply assessment data. Specifically, through a pragmatic approach, they will discuss issues and concerns of the assessment process. In addition, they will learn several facets of assessment: informal assessment procedures, assessment of abilities and achievement, and special assessment considerations. Students will also learn how to record, interpret and use assessment data for the purpose of developing individual Educational Plans for the special education student.

EDC 495 **3 credits**
Educational Programming for the Emotionally Disturbed

This course focuses on the way the characteristics and needs of emotionally handicapped children are shaped through the educational program. The course will cover the preparation of Individual Educational Plans for the emotionally handicapped.

Education Course Descriptions

EDU 180 **3 credits**
Basic Principles of Teaching

This course begins the future elementary teacher's preparation. It also provides the opportunity for students to determine if teaching is something they want to pursue. Each student spends approximately 5 hours per week doing directed observation and tutuorial work in the classroom. Seminars

focus on basic themes derived from Florida Essential Generic Teaching Competencies.

EDU 222 **3 credits**
Contemporary Concerns in School and Society

Prerequisite: EDU 226

The study of societal issues which have an impact on the functioning of the schools. The major emphasis is on interventive techniques which are effective in multicultural education and with students who are at risk.

EDU 226 **3 credits**
Human Growth and Development

This survey course emphasizes (1) the interdisciplinary contributions to the study of development from psychology, sociology, education, and other fields; (2) the multi-dimensional nature of development: physical, cognitive, emotional, and social; (3) multiple interacting influences on development: biological, psychological, social, community, societal, and cultural. Special emphasis is placed on Infancy through Adolescence, particularly as applicable to the helping professions.

EDU 228 **3 credits**
Microcomputers in Education

An exploration of computer-assisted instruction in the K-12 classroom. Major topics include integration of courseware into the curriculum, management system design for effective use of microcomputers, and evaluation of educational software.

EDU 280 **3 credits**
Practicum: Introduction to the Instructional Process

Prerequisite: EDU 180 and EDU 226

The principal objective of this course is to teach elementary education majors how to write, present, and evaluate a lesson plan. Students spend 7-8 hours per week observing and teaching. Seminars provide instruction in

four teaching fields, the components on planning and an introduction to assessment. This course includes substantial instructor feedback and at least one formal observation.

EDU 304 **3 credits**

The Exceptional Child

Prerequisite: EDU 226 (or concurrently)

In this course, education majors learn how to recognize and understand a variety of exceptionalities, the legal rights of disabled students and the classroom accommodations required. Students will apply their knowledge to case studies of exceptional students and will learn to design classroom accommodations for inclusion models. Observation of exceptional students and interviewing ESE specialists required. Offered fall semester.

EDU 315 **3 credits**

Theory and Research in Early Childhood

A survey of the theories and research related to child development and the teaching-learning process as applied to current early childhood programs. Lecture, seminar, and observations are combined to establish relationships between theory and practice.

EDU 316 **3 credits**

Curriculum and Methods for Early Childhood

An experientially based study of desired behaviors in young children and of teaching attributes effective in producing such desired behaviors. Study and observation of programs, curricular materials and methods in early childhood education.

EDU 328 **3 credits**

Adolescence

Practical application of the theory and research on adolescence. Topics include but are not limited to: biological changes, cognitive transitions, identity, sex-role development, sexuality, achievement, and the psychosocial problems facing adolescents: substance abuse, violence, emotional distress and suicide, and eating disorders. Offered spring semester.

EDU 329 **3 credits**

Directed Study: Readings or Research

Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of education that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

EDU 330 **3 credits**

Mathematics in the Elementary School

Prerequisite: EDU 180 (or concurrently), EDU 226, and MAT 134

A study of methods and problems in the teaching of mathematics in the elementary school. Topics include the development of number concepts, problem solving, the use of manipulatives in the development of concepts, algorithms, whole numbers, integers, rational numbers, graphing, statistics, measurement, geometry, the examination of areas of difficulty for students and assessment strategies. Three hours and scheduled field experiences are required. Offered spring semester.

EDU 331 **3 credits**

Humanities in the Elementary School

Prerequisite: EDU 180 (or concurrently) and EDU 226

A study of methods integrating children's literature, music, art, drama, and movement into the elementary school. Includes folklore, poetry, fantasy, and realism. Three hours per week and scheduled field experiences. Offered spring semester.

EDU 332 **3 credits**

Language Arts Development in the Elementary School

Prerequisite: EDU 180 (or concurrently) and EDU 226

A survey of the development of language arts skills through the elementary school years: listening, speaking, reading and writing. Activities to enhance language arts skills development are designed and evaluated. Three hours per week and scheduled field experiences. Offered fall semester.

EDU 333/ENG 333 **3 credits**

Adolescent Literature

Prerequisites: ENG 122 and EDU 226

The study of literature written for adolescents or young adults including realism, romanticism, fantasy, science fiction, and biography. Special emphasis is paid to books commonly used in middle schools and high schools. Field experience included. Offered fall semester in alternate even years.

EDU 334 **3 credits**

Introduction to Teaching Reading in the Elementary School

Prerequisites: EDU 226 and EDU 280 (or concurrently)

Investigation of basic theories underlying traditional and newer approaches to the teaching of reading. Study and evaluation of essential reading skills involved in readiness, decoding, comprehension and study skills. Three hours per week and scheduled field experiences. Offered spring semester.

EDU 335 **3 credits**

Diagnosis and Remediation of Reading Problems in the Elementary School

Prerequisites: EDU 334

Administration and interpretation of informal reading inventories, criterion tests and other diagnostic measures. Application of specific methods and materials for remediation of reading problems. Knowledge of causation and remediation of various types of reading problems. Three hours per week and scheduled field experiences. Offered fall semester.

EDU 338 **3 credits**

Science in the Elementary School

Prerequisites: At least one college-level science course, EDU 180 (or concurrently), and EDU 226

Study of fundamental concepts in natural science; analysis of techniques, materials and procedures in the instruction of all aspects of natural science at the elementary level. Three hours per week and scheduled field experiences. Offered fall semester.

EDU 339 **3 credits**

Social Studies in the Elementary School

Prerequisites: EDU 280 (or concurrently)

The examination of teaching strategies in the development of a social studies program. Topics include a study of current trends in social studies instruction, preparing the student for social instruction, developing assessments, developing materials for resources, and utilizing methods of formal and informal instruction. Three hours per week and scheduled field experiences. Offered fall semester.

EDU 340 **3 credits**

Comprehensive ESOL Teaching Strategies

Prerequisites: EDU 280 and EDU 222 or EDU 380

A basic course on the principles and strategies of teaching English to Speakers of Other Languages (ESOL) within the regular K-12 classroom setting. It prepares prospective teachers to identify and provide effective instruction in accordance with the limited English proficient (LEP) students' cultures and home language backgrounds, ages, proficiency levels and learning styles. This course is designed to meet the Florida Department of Education requirements for ESOL Endorsement. Includes field experience. Offered spring semester.

EDU 380 **3 credits**

Principles of Teaching: Middle and Secondary

This course introduces the secondary education major to the world of teaching. Topics include an overview of the realities of teaching in contemporary middle and secondary schools, essential information for teaching in Florida, generic skills for planning instruction and knowledge of basic teaching strategies, and an introduction to educational technology. Students will be expected to complete structured field assignments in addition to the 3-hour class period. Elementary education majors needing or desiring extra review or with an interest in a middle or

secondary focus may also take this course prior to or after EDU 280. Offered spring semester.

EDU 300-400 **1-3 credits**

Special Topics

Prerequisite: Permission of faculty member and division dean/center director

A variable content course in education.

Topic is announced in advance of registration.

EDU 425 **3 credits**

Educational Management and Organization

Prerequisite: Senior standing

A broad and critical analysis of elementary school and classroom management issues which includes the major theorists on managing student behavior, legal issues related to the rights of teachers, and the Florida Performance Management System Domains II and V. Includes field experience.

EDU 427 **3 credits**

Measurement, Assessment, and Evaluation

Prerequisites: EDU 226, EDU 280 or EDU 380

This course is divided into two parts: traditional assessment measures and their use and interpretation; and alternate performance assessments and their use. Students will identify the key concepts in both types of assessment, then design, administer, and interpret samples of a variety of assessments to meet differing outcomes and adapting to varying student populations.

EDU 428 **3 credits**

Critical Issues in Curriculum and Philosophy

Prerequisite: Senior standing

This is a capstone academic course for the elementary teacher education major and should be taken the semester prior to the final internship. Using the framework of current issues, the student will synthesize practical and theoretical knowledge in the field of education, with special emphasis on curriculum and philosophy.

EDU 429

1-3 credits

Advanced Directed Study and Research

Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of education that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

EDU 435

3 credits

Advanced Diagnosis and Remediation of Reading Problems in the Elementary School

Prerequisite: EDU 334 and EDU 335

Investigation of diagnostic tools and remediation techniques and materials for the reading specialist; testing and tutoring of children with reading problems; preparation of case studies. Three hours per week and scheduled field experiences.

EDU 437

4 credits

Special Methods of Teaching Secondary and Middle Subjects (English, History, Biology, Math)

Prerequisite: EDU 380, Senior standing

Study of methods and processes specific to the student's teaching area with focus on instructional strategies, communication, and classroom management. Four hours per week of scheduled field experience with four hours per week seminars. Offered fall semester.

EDU 447

3 credits

Middle Grades Curriculum and Instruction

Prerequisite: Senior Standing

The topics include the team organizational pattern, interdisciplinary teaching, the core curriculum, cocurricular and extracurricular

course offerings, physical education, competitive sports, the hidden curriculum, and teaching methods appropriate for meeting the development needs of middle grades students. Offered fall semester.

EDU 448 **3 credits**

Philosophy of Middle Grades Education

Prerequisite: Senior Standing

This is a capstone course for secondary education majors receiving middle school endorsement. Topics include current conceptions of effective middle schools, models for inclusive settings, teaming, site-based management, school-community connections, and the history and philosophy of education as it has affected middle schools and middle school teaching. Offered spring semester.

EDU 480 **12 credits**

Internship

Prerequisite: Completion of all education requirements, a cumulative 2.50 grade point average, and a grade of C or better in all education courses

Corequisite: EDU 481

A full-time practice teaching experience in the classroom. Taken in the senior year under the supervision of a qualified teacher and a college supervisor. Students apply the knowledge and skills acquired in their professional preparation. Requires time block coinciding with daily schedules of teachers, usually from 8 a.m. to 3:30 p.m. Open only to approved students who have applied for student teaching through the Division of Professional Studies. This is a pass/fail course. Course fee may apply.

EDU 481 **1 credit**

Internship Seminar

Corequisite: EDU 480

Problem-solving seminar to accompany student teaching experience (EDU 480). This is a pass/fail course.

EDU 490 **3 credits**

Educational Theories of Learning Disabilities

Prerequisite: EDU 226 and EDU 304

An investigation of the sources of specific learning disabilities with special emphasis on implications for educational planning and instructional management. Student observation, research, and reports will be undertaken in order to achieve understanding of the educational problems of SLD children. Three hours per week and scheduled field experiences.

EDU 491 **3 credits**

Methods and Materials for the Learning Disabled I

Prerequisites: EDU 226, EDU 304, and EDU 490

Methods for teaching social and personal skills to students with specific learning disabilities, with an emphasis on employability, career awareness, and transition. Three hours per week and scheduled, supervised fieldwork.

EDU 492 **3 credits**

Methods and Materials for the Learning Disabled II

Prerequisites: EDU 304 and EDU 490

Analysis of curriculum, methods and materials for teaching children and adolescents with specific learning disabilities. Procedures of instructional diagnosis are integrated with individualized instruction techniques. Course topics include task analysis, clinical teaching, and strategies for instruction in spoken and written language, reading and mathematics. Three hours per week and scheduled field work.

EDU 493 **3 credits**

Classroom Management in Special Education

Prerequisites: EDU 304, EDU 490, and senior standing

Investigation and application of behavior management principles for use with exceptional students. Clinical diagnosis of problems, development of specific behavioral plans for individual students and classrooms.

General Business Administration

Course Descriptions

GBA 329 **3 credits**

Directed Study: Readings or Research

Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of general business administration that is not covered or treated lightly in regular course offerings. The course is taught in seminar fashion.

GBA 331 **3 credits**

Business Law I

Introduction to the nature and foundation of law and ethics; fundamentals of the law of contracts, agency, and property rights; alternative dispute resolution; business-related torts and crimes; antitrust; consumer protection; environmental protection; employee and labor law; international legal environment; recognition of legal problems as they arise, when assistance of counsel is needed, and the lawyer-client relationship. Not open to a student who has credit for GBA 333.

GBA 332 **3 credits**

Business Law II

Prerequisite: GBA 331 or GBA 333

Expanded, in-depth consideration of topics covered in Business Law I (GBA 331) and the additional areas of the Uniform Commercial Code, legal aspects of the banking system and financial instruments; the creditor-debtor relationship; bankruptcy; legal forms of business organization, and securities regulation. Offered as needed.

GBA 333 **3 credits**

Business and Health Law

This course is a basic study of the U.S. legal system and the issues involving the management and delivery of health care services. Emphasis is placed on law as it pertains to negligence, contracts, informed consent, confidentiality, labor relations, patient care, and

reimbursement issues. Current medical and ethical questions are examined. Not open to student who has credit for GBA 331. Offered every semester.

GBA 334 **3 credits**

Quantitative Methods

Prerequisite: MAT 201

A one-semester course presenting fundamental mathematical techniques for solving business problems. The thrust of this course is toward application rather than theory. Course fee may apply. Offered every semester.

GBA 335 **3 credits**

Administrative and Personnel Law

Addresses the consequences of administrative and personnel laws on the decision-making responsibilities of practitioners. Explores the impact on policies and practices of organizations. Specifically addresses the development, intent, and implications of a range of laws and protective labor legislation which affect corporate personnel policies. Examines the impact of these laws, from the federal level to the local level, and their effect on the personnel function within and among organizations. Offered as needed.

GBA 100-400 **1-3 credits**

Special Topics

Prerequisite: Permission of faculty member and division dean/center director

A variable content course in general business administration that is designed for a special class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

GBA 429 **1-3 credits**

Advanced Directed Study and Research

Prerequisite: Permission of faculty member and division dean

Intensive individual study in a particular aspect of general business that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue

independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

GBA 498 3 credits

Business Policy

Prerequisites: ACC 202, MGT 301 or 302, MGT 325 or MGT 326, and MKT 301

Corequisite: GBA 499

Business Policy is a capstone course open to seniors only. It is designed as a coordinating link in the disciplines of finance, accounting, marketing, and management. The case method of instruction is applied. Offered every semester.

Health Care Administration

Course Descriptions

HCA 302 3 credits

Health Care Organization

This course is a descriptive study of the U.S. health care system, including its structure, finance, governance, personnel, and cultural values. Emphasis is placed on the influences exerted by economic, political, and social forces within the larger society and the health care system's response to these influences.

HCA 306 3 credits

Health Care Economics

This course is a basic study of the major economic issues facing the health care industry. Emphasis on the major elements of economic theory from a microeconomic perspective and how these theories are applied in the health service sector.

HCA 329 3 credits

Directed Study: Readings or Research

Prerequisite: Permission of faculty member and division dean

This course is designed for small groups of students to pursue in depth a particular aspect

of health care administration that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion.

HCA 100-400

1-3 credits

Special Topics

Prerequisite: Permission of faculty member and division dean/center director

A variable content course in health care administration that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

HCA 402

3 credits

Epidemiology: Community Health Analysis

This course is a study of descriptive epidemiology and its application to the analysis of community health status. Emphasis is placed on the computation and interpretation of basic health status indicators as well as the application of health promotion and disease prevention strategies. The U.S. public health system and practice are studied.

HCA 410

3 credits

Quality Improvement Methods in Health Care

This course is an in depth study of quality improvement philosophy, methodologies, tools, and issues. Emphasized is quality standard setting, system design, reporting mechanisms, and effectiveness assessment. The relationship between quality improvement programs, risk management, and utilization review are closely examined.

HCA 425

3-15 credits

Health Care Internship

Prerequisites: GBA 331 or 333, HCA 302, MGT 301 or 302, and must be taken during the last 15 hours of residency

This course is designed to provide the student the opportunity to integrate and operationalize all previously learned health care management knowledge and skills. The

student identifies a health management area for study. The management area of study and the practicum are mutually agreed upon by the student, the faculty member and the health facility preceptor.

HCA 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisite: Permission of faculty member and division dean

This course is an intensive individual study in a particular aspect of health care administration that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

HCA 498 **3 credits**
Health Planning and Policy Management
Prerequisites: MGT 301 or 302, MGT 421, HCA 402, and must be taken during the last 15 hours of residency

This course is a capstone course where the student integrates the academic disciplines related to health services planning, organization, management, and evaluation. Policy formulation and management are studied.

Hospitality and Tourism Management Course Descriptions

RHM 220 **3 credits**
Introduction to Restaurant and Hotel Management

A study of the hospitality industry, emphasizing its history, traditions and career opportunities. The duties and responsibilities of entry-level positions will be covered. Offered fall semester.

RHM 305 **3 credits**
Restaurant Management Operations
Prerequisite: RHM 220

The student will be exposed to the concepts of management in the operation of a successful food service facility. There will be an overview of menu planning, food purchasing, preparation and service techniques, with an emphasis on the practical application of management theory in a food service organization. The course will be supplemented with site visits to hotels/restaurants and utilization of industry guest speakers. Offered spring semester.

RHM 310 **3 credits**
Hotel Management Operations
Prerequisite: RHM 220

This course will encompass hotel and motel operations from a business and financial point of view. It will cover the management and operations of every department in the hotel. The course will have a strong emphasis on convention and meetings management. Offered fall semester.

RHM 322 **3 credits**
Environmental Science in Hospitality

An examination of the causes and prevention of food spoilage and food-borne diseases. Emphasis will be given to regulations and NIFI certifications, the importance of chemicals and the role of safety. Offered spring semester.

RHM 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of restaurant and hotel management that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 hours. Offered as needed.

RHM 100-400 **1-3 credits**

Special Topics

Prerequisite: Permission of faculty member and division dean

A variable content course in restaurant and hotel management that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

RHM 425 **3-12 credits**

Internship I

Prerequisite: Permission of program director

Supervised practical experience in industry positions. Emphasis is placed on food production techniques, developing good work habits, supervisory skills, and management policies and procedures. The internship is a 13-week fulltime hourly position. May be repeated for credit. Course fee may apply. Offered as needed.

RHM 426 **3-12 credits**

Internship II (Restaurant)

Prerequisite: Senior standing or permission of program director

This is a second level internship where the intern is employed in a management training, rotational, or special project position in the restaurant industry. It provides exposure to the duties and responsibilities which would likely be required in post-graduation positions. May be repeated for credit. Course fee may apply. Offered as needed.

RHM 427 **3-12 credits**

Internship III (Hotel)

Prerequisite: Senior standing or permission of program director

This is a second level internship where the intern is employed in a management training, rotational, or special project position in the hotel industry. It provides exposure to the duties and responsibilities which would likely be required in post-graduation positions. May be repeated for credit. Course fee may apply. Offered as needed.

RHM 429 **1-3 credits**

Advanced Directed Study and Research

Prerequisite: Permission of faculty member and division dean

Intensive individual study in a particular aspect of restaurant and hotel management that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

RHM 498 **3 credits**

Seminar in Restaurant and Hotel Management

Prerequisite: Senior Standing

An analysis of the layout and design of a restaurant or hotel operation. Emphasis is placed on cost-volume profit predictions. Students are also expected to participate in campus activities offering supervisory and management opportunities. Open to Restaurant and Hotel Management majors only. Offered spring semester.

Human Resources

Administration

Course Descriptions

HRA 329 **3 credits**

Directed Study: Readings or Research

Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of human resources administration that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion. Offered as needed.

HRA 335**3 credits****Selection and Placement***Prerequisite: MGT 331*

Focuses on people as strategic resources whose availability and capabilities influence organizational effectiveness. Discusses strategies for attracting, assessing, acquiring, and withdrawing personnel. Implications of planning and implementing staffing policies. Offered as needed.

HRA 340**3 credits****Training and Development***Prerequisite: MGT 331*

Considers theory and technology of organizational training and development. Also looks at learning theory and its applications to training, methodology for training evaluation, and forces shaping future training and development needs. Offered every semester.

HRA 360**3 credits****Compensation and Benefits***Prerequisite: MGT 331*

An examination of financial reward systems in organizations and the study of relevant theoretical and legal perspectives. Topics include job evaluation, wage surveys, incentives, pay equity, benefits, and compensation strategy. Offered fall semester.

HRA 100-400**1-3 credits****Special Topics***Prerequisite: Permission of faculty member and division dean*

A variable content course in human resources administration that is designed for a special class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

HRA 429 1-3 credits**Advanced Directed Study and Research***Prerequisite: Permission of faculty member and division dean*

Intensive individual study in a particular

aspect of human resources administration that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

HRA 499**3 credits****Seminar in Human Resources Administration***Prerequisite: Senior standing*

A capstone course designed to integrate previous course work into a cohesive framework leading to the achievement of organizational effectiveness through enlightened management. Provides a basis for applying relevant contributions of behavioral sciences to the management of organizations. Offered spring semester.

Human Services

Course Descriptions

HUS 121**3 credits****Introduction to Human Services**

This course explores the field of human services, its history, concepts, delivery strategies, and values. The course also examines the various roles of human services workers in contemporary society. Offered as needed.

HUS 125**3 credits****Field Placement I**

This course is designed to introduce the student to the field of human services. Students are expected to do volunteer work in a social service agency for a minimum of 165 hours during the term, while observing agency personnel and clientele. Includes an integrative seminar. Offered as needed.

HUS 225 **3 credits** **Field Placement II**

Prerequisite: HUS 121 and HUS 125

This course is designed to give the Human Services major practical experience in a social service agency for a minimum of 165 hours during the term. Includes an integrative seminar. Offered as needed.

HUS 100-400 **1-3 credits** **Special Topics**

Prerequisite: Permission of faculty member and division dean/center director

A variable content course in human services that is designed for a specific class level: freshmen (100) through senior (400). A study and discussion of a specific topic, such as family violence or populations at risk; or a broad study, such as human services policy issues. Topics to be covered are announced in advance of registration. Offered as needed.

HUS 425 **6 credits** **Field Placement in Human Services III**

Prerequisite: Generally taken in last semester of residency after completion of all other major coursework. Specific prerequisites are EDU 226, HUS 121, MAT 201, PSY 121, PSY 327, PSY 331, SOC 121, SSC/SWK 320, SWK 319, SWK 328
Corequisite: HUS 498

This is a supervised field placement in a human services organization for a minimum of 250 hours during the term and is intended to provide students with the opportunity to learn the roles, skills, and methods of human services professionals. Students should also become familiar with the administrative processes of the organization. Course fee may apply. Offered as needed.

HUS 429 **3 credits** **Advanced Directed Study and Research**

Prerequisite: Permission of faculty member and division dean

Intensive individual study in a particular aspect of human services that is not covered in regular course offerings. This enrichment option is limited to students who have

demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

HUS 498 **3 credits** **Senior Seminar in Human Services**

Prerequisite: Generally taken in last semester of residency after completion of all other major coursework. Specific prerequisites are EDU 226, HUS 121, MAT 201, PSY 121, PSY 327, PSY 331, SOC 121, SSC/SWK 320, SWK 319, and SWK 328.

Corequisite: HUS 425

A capstone course designed to integrate previous course work in human services. Through readings, written assignments, and oral presentations, students demonstrate their ability to integrate theory with human services practice and administration. Offered as needed.

Management Course **Descriptions**

MGT 301 **3 credits** **Principles of Management**

The structure and organization of a business and the functions of the policy makers in relation to the objectives of the business; emphasis on problems of management through analysis of case studies. Not open to a student who has credit for MGT 302. Offered every semester.

MGT 302 **3 credits** **Management Principles in Health Care Administration**

This course is an introductory course in management theory and practice within health services organizations. The managerial functions of planning, organizing, leading, and controlling are studied in depth. Not open to a student who has credit for MGT 301. Offered as needed.

MGT 321 **3 credits**
Communications for Management
Prerequisite: ENG 122

Communication theory and practice for managers in verbal and written media. Letters, memoranda, reports and other methods of business communications are studied and practiced. Course fee may apply. Offered every semester.

MGT 325 **3 credits**
Finance for Managers
Prerequisite: ACC 201

This course is an introduction to financial policy decisions that are important to the manager of a business organization. A sound conceptual framework within which to make financial decisions is presented. Material is presented that explains the effective management of financial operations. Not open to a student who has credit for MGT 326. Course fee may apply. Offered every semester.

MGT 326 **3 credits**
Finance for Managers in Health Care Administration
Prerequisite: ACC 201

This course is an introduction to financial policy decisions that are important to the manager of health care organizations. A sound conceptual framework within which to make financial decisions is presented. Material is presented that explains the effective management of financial operations. Not open to a student who has credit for MGT 325. Offered as needed.

MGT 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of management that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

MGT 331 **3 credits**
Management of Human Resources
Prerequisites: MGT 301 or MGT 302

Principles and problems involving the management of human resources. Among topics included are job analysis, appraisal, compensation, leadership, the collective bargaining process, and the recruiting, selecting and training of personnel. Offered every semester.

MGT 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member and division dean/center director

A variable content course in management that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

MGT 410 **3 credits**
Continuous Quality Management
Prerequisite: MGT 301 or MGT 302

A management course designed to provide a contemporary approach to organization and management theory. The course acquaints students with up-to-date knowledge of a holistic method for improving quality, productivity, and competitive position in any type of organization. The course also compares the quality management fundamentals of Dr. W. Edwards Deming, Dr. Joseph M. Juran, and Mr. Phillip B. Crosby with traditional management precepts and techniques. Offered as needed.

MGT 412 **3 credits**
Organizational Behavior and Development
Prerequisite: MGT 301 or MGT 302

The study of human behavior in organizations. The course blends newer concepts of behavior theory with classical organization theory. Organization development focuses on methods for bringing change to the organization. Offered spring semester.

MGT 421/COM 421 **3 credits****Management Information Systems**

Prerequisites: MGT 301 and COM 130

A study of information concepts and the fundamental principles of the systems approach to managing information. The student will learn the relationship between an organization, its data sources and its information requirements through the study of computer-based decision support processes. Offered spring semester.

MGT 425 **3-12 credits****Management Internship**

Prerequisite: Junior or senior standing and permission of division dean/center director

Applies varied and analytic techniques for operation of a business. This placement is in small business or corporate setting. The intern's work is closely supervised by a professional who will provide a variety of assignments to thoroughly acquaint the student with the organization's various functions. Offered as needed.

MGT 429 **1-3 credits****Advanced Directed Study and Research**

Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of management that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

MGT 430 **3 credits****Business, Government, and Society**

Prerequisite: MGT 301

This course scrutinizes the interrelationships among business, government, and society. Course content will address the enormously complex, continuously evolving, and tightly

interlinked business-government-society system. Academic theory will be combined with real hands-on management concerns — whether they be strategic, global, national, regional, or local in nature. Offered fall semester.

MGT 441 **3 credits****Labor Relations**

Prerequisite: MGT 331

A study of conflict resolution in public and private institutions. Procedures, agencies, legal framework and major economic issues involved in labor management relations. Emphasis is placed on problems of negotiating and implementing a collective bargaining agreement. Offered spring semester.

MGT 498 **3 credits****Organization Theory**

Prerequisites: MGT 301 or MGT 302 and junior standing

This course will consider the macro aspects of organizations, such as organization structure and its determinants, organization effectiveness, and structural design options. It will balance theory with applications.

Marketing Course Descriptions

MKT/SPM 301 **3 credits****Principles of Marketing**

The marketing of goods and services couples with an integration of functional, commodity and institutional approaches from the viewpoint of both the consumer and the manager. Offered every semester.

MKT 307 **3 credits****Advertising Management**

Prerequisite: MKT 301

This course is designed to enable students to learn about advertising management techniques and practical ways to apply them to solve business problems. The focus will be a comprehensive and practical approach to the activities of first line advertising managers, covering advertising as an institution and as a marketing element. Offered spring semester.

MKT 308 **3 credits**

Sales Management

Prerequisite: MKT 301

This course is designed to enable students to learn about sales management techniques and practical ways to apply them to solve business problems. The focus will be a comprehensive and practical approach to the activities of first line sales managers. Offered fall semester.

MKT 329 **3 credits**

Directed Study: Readings or Research

Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of marketing that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

MKT 354 **3 credits**

Principles of Retailing

Prerequisite: MKT 301

Survey of the basic principles and techniques in retailing. Analysis of economic and social roles of retailing, competitive strategies, efficiency in retailing and essential concepts for retail management. Offered spring semester.

MKT 383 **3 credits**

Consumer Behavior

Prerequisite: MKT 301

Buyer behavior patterns with emphasis on implications for marketing analysis and executive action. How consumers allocate their scarce resources among competitive consumption choices. Relevant psychological and sociological theories are covered along with models of consumer behavior drawn from the marketing literature. Current research is analyzed from a managerial perspective with emphasis on developing effective marketing strategies. Offered fall semester.

MKT 100-400 **1-3 credits**

Special Topics

Prerequisite: Permission of faculty member and division dean/center director

A variable content course in marketing that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

MKT 425 **3-12 credits**

Marketing Internship

Prerequisites: Junior or senior standing and permission of division dean/center director

Opportunities are available for students to learn marketing techniques of large and small businesses. Activities range from analyzing business conditions in key markets around the world to actual experience in product development, promotion and/or distribution. Offered as needed.

MKT 429 **1-3 credits**

Advanced Directed Study and Research

Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of marketing that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

MKT 463 **3 credits**

International Marketing

Prerequisites: MKT 301 and junior or senior standing

A systematic treatment of marketing on a global scale. Problems of international companies from a marketing point of view. Concepts, tools and knowledge of the world market environment. Offered fall semester.

MKT 498 3 credits**Marketing Policies and Strategies**

Prerequisites: MKT 301, junior or senior standing, and a minimum of nine additional upper-division marketing credits

The managerial approach using case studies to develop policies and strategies for marketing as a total system. Analysis of underlying forces influencing marketing decision. Offered spring semester.

Social Work Course Descriptions**SWK 121** 3 credits**Introduction to Social Work**

An introductory study of major areas of practice to provide understanding and appreciation of social work. The course includes a brief history and philosophy of social welfare and social institutions. The student is introduced to career opportunities within the field of social welfare. Offered annually.

SWK 317 3 credits**Human Behavior in the Social Environment**

A study of the theories and knowledge about the range of social systems in which individuals live; how human behavior affects and is affected by these systems; how these systems promote or deter human health and well-being; and introduction to theory evaluation and application to client situations. Offered spring semester.

SWK 319/PSY 319 3 credits**Human Behavior in Stress and Crisis**

Prerequisite: PSY 121 or SWK 121

A study of the nature of stress, its physical and psychological effects on individual and group behavior; individual and social approaches to managing stress; and an introduction to the theory and practice of crisis intervention techniques. Offered fall semester.

SWK 328 3 credits**Social Welfare Policy**

Prerequisite: Junior standing

A description of the major components of the social welfare system in the United States. This course includes the historical development and philosophy behind our present social welfare system and uses current social welfare programs as examples. Offered fall semester.

SWK 329 3 credits**Directed Study: Readings or Research**

Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of social work that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

SWK 331 3 credits**Methods of Social Work Practice I**

Prerequisites: SWK 121 and junior standing

The course orients the student to the profession and introduces the student to generalist social work practice. Emphasis is placed on basic communication skills, the problem solving method, and practice with individuals. Ethical decision making and issues of diversity in social work practice are included. Offered fall semester.

SWK 332 3 credits**Pre-Internship**

Prerequisites: SWK 121 and junior standing in social work

Corequisite: SWK 333

This course is designed to allow the social work concentrator practical experience within a social service agency for a minimum of six hours a week. Includes an integrative seminar 1½ hours per week. Offered spring semester.

SWK 333 **3 credits**
Methods of Social Work Practice II

Prerequisites: SWK 331 and junior standing in social work

Corequisite: SWK 332

This course builds on SWK 331 Methods of Social Work Practice I and emphasizes the problem solving method of practice with small groups and families. It includes the relationship between micro and mezzo skills and continues an emphasis on ethical decision making and issues of diversity in social work practice. Offered spring semester.

SWK 100-400 **1-3 credits**
Special Topics

Prerequisite: Permission of faculty member and division dean

A variable content course in social work that is designed for a specific class level: freshman (100) through senior (400). A study and discussion of the characteristics and problems of a specific group, such as the aged, the addicted, the mentally retarded, or the handicapped; school related problems; or the broad study of human services in mental health. Topic to be covered is announced in advance of registration. Offered as needed.

SWK 421 **3 credits**
Methods of Social Work Practice III

Prerequisites: SWK 333 and senior standing in social work

This course builds on SWK 331 and SWK 333 Methods of Social Work Practice I and II and emphasizes social work practice with large groups. It includes the relationship between micro, mezzo, and macro skills and continues the emphasis on ethical decision making and issues of diversity in social work practice. Offered fall semester.

SWK 425 **4-12 credits**
Field Placement in Social Work

Prerequisites: SWK 428 and approval by the Social Work Field Placement Committee

Supervised field placement giving students an opportunity to apply theory to practice

working with individuals, families, groups and communities for a minimum of 400 hours. Placements are available in such settings as hospitals, mental health clinics, schools, nursing homes, and social welfare and juvenile facilities. May be repeated for credit up to a total of 12 credits. Course fee may apply. Offered spring semester.

SWK 426 **3 credits**
Senior Seminar in Social Work

Corequisite: SWK 425. For students completing SWK 425 over three semesters, the senior seminar is taken during the student's final semester of SWK 425.

This capstone course meets once a week for three hours. Through integrative assignments and seminar presentations, the student demonstrates ability to integrate theory with social work practice. Offered spring semester.

SWK 428/PSY 428 **3 credits**
Counseling Principles and Practices

Prerequisites: PSY 327, 427 and PSY 331 or SWK 331

An examination of theory and practice in counseling. Professional and ethical issues are considered. Offered alternate years.

SWK 429 **1-3 credits**
Advanced Directed Study and Research

Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of social work that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

Sport Management

Course Descriptions

SPM 114 **3 credits**

Introduction to Sport Management

An examination of the field of study in which physical activity in the form of exercise and sport is the form of expression. Historical roots, philosophical assumptions, basic subject matter, and career trends and issues are explored.

SPM 214 **3 credits**

Practicum in Sport Management

Prerequisite: SPM 114

The purpose of this practicum course is to provide "hands-on" experience in as many areas of the sport management profession as possible. The areas encompassed by sport management include youth, amateur and professional sport organizations; recreation, college and university sports; and all sport related goods and services. Within each of these broad categories are numerous types of professions such as broadcasting marketing, fund raising, development, organization, supervision, human resources, and finance. This practicum course is designed to introduce students to the sport management profession and its diversities.

SPM/MKT 301 **3 credits**

Principles of Marketing

The marketing of goods and services coupled with an integration of functional, commodity and institutional approaches from the viewpoint of both the consumer and the manager.

SPM 321 **3 credits**

Sociology of Sport

Prerequisites: SPM 114

A study of sport as social phenomena. Discussion of issues in sports and sport-related behaviors as they occur in social and cultural contexts. Offered spring semester.

SPM 334

3 credits

Sport Facility and Event Management

Prerequisites: SPM 114

This course is designed to promote understanding of the role of the sport/entertainment facility in society. Topics and areas to be covered include the process of building a facility from feasibility study to financing to finish of construction, a review of the types of facilities for sports and entertainment, identifying the skills and available career paths to become a successful facility manager, and studying the day-to-day operations of a facility and the production of an event. Offered spring semester.

SPM 100-400

1-3 credits

Special Topics

Prerequisites: Permission of faculty member and division dean

A variable content course in sport management that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

SPM 401

3 credits

Sport Administration

Prerequisite: SPM 114

An examination of the administrative policies, legal aspects, and governance standards involved in the management of sport enterprises. Offered fall semester.

SPM 405

3 credits

Seminar in Sport Management

Prerequisites: SPM 114 and SPM 401

This course is designed to provide the student with knowledge of fund raising, legal concerns, public relations, facilities development and other such topics. Students discuss current athletic management situations and problems. Offered spring semester.

SPM 414 9 credits**Internship in Sport Management**

Prerequisite: Senior standing

Involves actual full-time (40 hours per week) work in a sport management setting subsequent to the junior year in which management practices are applied. Directed and evaluated by a qualified faculty member with appropriate supervision by an on-site professional. Course fee may apply.

Division of Liberal Arts and Sciences

Art Course Descriptions

ART 121 3 credits**Visual Fundamentals I**

Introduction to the principles of art through individual creative development, emphasis on two-dimensional design concepts. Six hours of studio per week.

ART 122 3 credits**Visual Fundamentals II**

A continuation of ART 121, emphasis on three-dimensional design. Six hours of studio per week.

ART 123 3 credits**Art Appreciation**

Basic terms, theories and techniques of the artist; major art movements; media in the visual arts.

ART 221 3 credits**Drawing**

Freehand drawing from landscape, live models and objects, with emphasis on training students to see, to understand and to report through drawing. Six hours of studio per week.

ART 223 3 credits**Beginning Painting**

Introduction to studio painting. Investigation and experimentation with mixed and intense colors, large and small compositions. Color-value compositions with a variety of color media accepted for individual exploration. Six hours of studio per week.

ART 226 3 credits**Beginning Photography**

The art and techniques of black and white photography. Course fee may apply.

ART 321 2-6 credits**Studio I**

Prerequisites: Appropriate 200-level course or permission of division dean

Individual development according to talent in painting or drawing. May be repeated for credit. Two hours of studio per week for each hour of credit.

ART 322 3 credits**History of Art I**

General survey of the cultural development of mankind from earliest times through the French Revolution as reflected in painting, architecture and sculpture.

ART 323 3 credits**History of Art II**

Studies in modern art as related to cultural development, beginning with the 19th century and continuing through the present, with emphasis on the contemporary scene.

ART 329 3 credits**Directed Study: Readings or Research**

Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of art that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ART 100-400 **1-3 credits**
Special Topics

Prerequisite: Permission of faculty member and division dean

A variable-content course in art that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

Biology Course Descriptions

BIO 121 **3 credits**
Introduction to Biology
 (Non-Majors)

A general, coordinated study of living organisms including human beings. The course covers these topics: cell structure and function, a survey of the protist, plant and animal kingdoms, early development of multicelled organisms and the principles of heredity. Offered every semester.

BIO 125 **4 credits**
Cell Biology
 (Majors)

A course designed to familiarize students with cell chemistry, cell structure and function, cell reproduction and inheritance. Three lectures and one three-hour laboratory per week. Offered fall semester. Course fee may apply.

BIO 220 **3 or 4 credits**
Human Anatomy and Physiology
Prerequisite: BIO 121 or 125

Functional anatomy and physiology with emphasis on the central nervous, muscular, appendicular and endocrine systems. Three or four lectures per week. Offered through CDL.

BIO 224 **3 credits**
Health Science

A study of health problems and programs relating to individuals as a means of improving living. Establishes a basis for positive health through the study of various conditions which affect health. Offered through CDL.

BIO 225 **4 credits**
Human Anatomy and Physiology I with Lab

A study of cell chemistry and structure, tissues, the integument, the skeletal system, muscle and the nervous system. Three lectures and one three-hour laboratory per week. Offered fall semester. Course fee may apply.

BIO 226 **4 credits**
Human Anatomy and Physiology II with Lab
Prerequisite: BIO 225

A study of the senses and the endocrine, blood, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Inheritance and human development will also be considered. Three lectures and one three-hour laboratory per week. Offered spring semester. Course fee may apply.

BIO 311 **4 credits**
Invertebrate Zoology
Prerequisite: BIO 125 or permission of division dean

A study of the main characteristics of the principal invertebrate phyla, including general trends in the development of body systems, behavior and adaptations to particular modes of life. Three lectures and one three-hour laboratory per week. Offered spring semester. Course fee may apply.

BIO 312 **4 credits**
Vertebrate Zoology
Prerequisite: BIO 311

A study of the structure, physiology, reproduction, ecology, behavior and evolution of the vertebrates. Three lectures and one three-hour laboratory per week. Offered fall semester. Course fee may apply.

BIO 313 4 credits
Botany

Survey of the plant kingdom. Study of the structure, life processes, reproduction and evolutionary relationships of plants. Local flora serve as a basis for taxonomic studies. Three lectures and one three-hour laboratory per week. Offered spring semester. Course fee may apply.

BIO 321 4 credits
Developmental Biology

Prerequisite: BIO 125

A study of development combining the traditionally solid morphological approach with the modern experimental and conceptual approach. Three lectures and one three-hour laboratory per week. Offered fall semester in odd years. Course fee may apply.

BIO 324 4 credits
Biochemistry

Prerequisites: BIO 125 and CHE 124

An in-depth study of the biochemistry of the plant and animal cell with special emphasis on proteins, lipids and carbohydrates. Techniques such as electrophoresis, thin layer chromatography and cell fractionation will be emphasized in the laboratory. Three lectures and one three-hour laboratory per week. Offered spring semester of odd years. Course fee may apply.

BIO 325 4 credits
Ecology

Prerequisite: BIO 125 and evidence of Red Cross certification in Community Water Safety

Principles of ecology based on field and laboratory studies of local plant and animal communities. Three lectures and one three-hour laboratory per week. Offered in alternate years. Course fee may apply.

BIO 329 3 credits
Directed Study: Readings or Research

Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of biology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

BIO 100-400 1-3 credits
Special Topics

Prerequisite: Permission of faculty member

A variable content course in biology that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

BIO/PED 420 3 credits
Kinesiology

Prerequisites: BIO 226 and junior standing

A study of both anatomical and biomechanical kinesiology as it relates to effective movement and sport skill performance. Emphasis is placed on mastering knowledge of musculoskeletal structure and function. Not available as a 300-400 level biology major elective. Offered annually.

BIO 421 4 credits
Genetics

Prerequisites: BIO 125 and CHE 311

Principles of genetics (evolutionary and biochemical) dealing with the molecular nature of heredity determinants. Three lectures and one three-hour laboratory per week. Offered fall semester of even years. Course fee may apply.

BIO 422 3 credits
Immunology

Prerequisite: BIO 324

A study of the immune response with emphasis on antigenicity and the structure of antibodies. Offered in alternate years.

BIO 424 **4 credits****Parasitology***Prerequisite: BIO 311*

A study of the more important protozoan, helminth and arthropod parasites including their taxonomy, morphology, physiology, pathogenesis and treatment. Special emphasis will be placed upon human parasites. Three lectures and one three-hour laboratory per week. Offered fall semester of odd years. Course fee may apply.

BIO 425 **4 credits****Microbiology***Prerequisites: BIO 125 and CHE 124*

A study of virus, bacteria and fungi including their morphology, physiology and pathogenesis. Three lectures and one three-hour laboratory per week. Offered spring semester of even years. Course fee may apply.

BIO/PED 426 **3 credits****Physiology of Exercise***Prerequisites: BIO 226 and junior standing*

This course is designed to provide the foundation for understanding nutrition, energy transfer, and exercise and training. Course goals are to understand the physiological principles governing human performance, develop a physiologically sound basis to critically evaluate current practices in the area of human performance, and provide information which will assist in making decisions regarding the content and conduct of classes, training sessions, and fitness programs. Not available as a 300-400 level biology major elective. Offered annually.

BIO 429 **1-3 credits****Advanced Directed Study and Research***Prerequisites: Permission of faculty member and division dean*

Intensive individual study in a particular aspect of biology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in

regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered every semester.

Chemistry Course Descriptions

CHE 121 **3 credits****Chemistry and Society**

This course discusses briefly the principles underlying the science of chemistry and applies the knowledge of basic chemistry to major problems currently facing us. It discusses the broad scope of chemistry and its relation to problems of pollution, drugs, energy resources, food production, and life processes, and to products of major importance, such as fuels, plastics, rubber, textiles, detergents and agricultural chemicals. Offered annually.

CHE 123 **4 credits****General Chemistry I**

Required of students majoring in biology and environmental science. A beginning course in chemistry. Fundamental laws and theories, including atomic and molecular structure. The periodic law, gas laws, mass and energy relationships, chemical equilibrium and other topics. Three lectures and one three-hour laboratory per week. Offered fall semester. Course fee may apply.

CHE 124 **4 credits****General Chemistry II***Prerequisite: CHE 123*

A continuation of general chemistry with qualitative analysis. Three lectures and one three-hour laboratory per week. Offered spring semester. Course fee may apply.

CHE 311 4 credits**Organic Chemistry I**

Prerequisite: CHE 124

Fundamental principles of organic chemistry. Three lectures and one three-hour laboratory per week. Offered fall semester. Course fee may apply.

CHE 312 4 credits**Organic Chemistry II**

Prerequisite: CHE 311

Continuation of CHE 311. Three lectures and one three-hour laboratory per week. Offered spring semester. Course fee may apply.

CHE 321 4 credits**Quantitative Chemical Analysis**

Prerequisites: CHE 124 and MAT 161

Theoretical principles and laboratory techniques involved in quantitative determination of inorganic compounds. Determinations include acidimetry, alkalimetry, redox titrimetry, compleximetric titrimetry, iodimetry and gravimetry. Two lectures and two three-hour laboratories per week. Offered in alternate years. Course fee may apply.

CHE 329 3 credits**Directed Study: Readings or Research**

Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of chemistry that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

CHE 100-400 1-3 credits**Special Topics**

Prerequisite: Permission of faculty member

A variable content course in chemistry that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

CHE 429 1-3 credits**Advanced Directed Study and Research**

Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of chemistry that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

Economics Course Descriptions

ECO 201 3 credits**Principles of Macroeconomics**

An introduction to the study of the determination of income, output, employment and prices in the American economy. Emphasis on the gross domestic product and its components. Offered every semester.

ECO 202 3 credits**Principles of Microeconomics**

A study of economic analysis concerning the factors at work in the marketplace. Emphasis on demand and supply analysis. Offered every semester.

ECO 302 3 credits**Intermediate Price Theory**

Prerequisite: ECO 202

An in-depth study of microeconomic theory and its application to accounting, banking and finance. Quantitative methods will be introduced in basic problem-solving cases. Offered as needed.

ECO 329 3 credits**Directed Study: Readings or Research**

Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of

economics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

ECO 366 **3 credits**

Money and Banking

Prerequisite: ECO 201

The study of money and its effects on prices, output and employment. Emphasis on monetary theory and policy. Offered in alternate years.

ECO 100-400 **1-3 credits**

Special Topics

Prerequisite: Permission of faculty member and division dean/center director

A variable content course in economics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance or at registration. Offered annually.

ECO 424/POL 424 **3 credits**

International Political Economy

Prerequisite: ECO 201

An exploration of the linkage between politics and economics in international affairs. Emphasis on developments since 1945 and such topics as political risk analysis in international business, interdependence and U.S. economic foreign policy. Offered as needed.

ECO 427 **3 credits**

Economic History of the United States

Prerequisites: ECO 201 and ECO 202 or Junior standing and permission of faculty member

Analysis of such problems in American economic history as land policy, working conditions and organization of labor, expansion of national income, development of transportation, production and distribution, and changing public policy. Relates such problems to money, banking, tariff, public expenditures, taxation, the national debt and American political philosophies. Offered in alternate years.

ECO 429

1-3 credits

Advanced Directed Study and Research

Prerequisite: Permission of faculty member and division dean

Intensive individual study in a particular aspect of economics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

English Course Descriptions

ENG 002

3 semester hours

Basic Composition Skills

This course does not satisfy a basic studies requirement in English or elective credit for the associate's or bachelor's degree. This course is designed to remedy the special problems of students whose English preparation reveals marked deficiencies in verbal skills. To ensure competence in oral communications, a speech component is included. Course fee may apply.

ENG 114

3 credits

Composition and Grammar for Speakers of Other Languages

A course designed to remedy the special problems of non-native speakers. Emphasis is on spoken as well as written English.

ENG 118

3 credits

Composition for Speakers of Other Languages

Prerequisite: ENG 120 or waiver

A course designed to help non-native speakers improve their reasoning and writing skills, especially for academic purposes. Increased emphasis is on English idiomatic usage.

ENG 121 **3 credits**
Composition

Prerequisite: Minimum of "P" grade in ENG 020 or satisfactory score on the English Placement Test

The techniques of effective writing, logical thinking and intelligent reading, with special emphasis on expository writing. To ensure competence in oral communications, a speech component is included. Course fee may apply in ENG121C. Offered every semester.

ENG 122 **3 credits**
Composition and Literature

Prerequisite: ENG 121

A continuation of ENG 121. Expository writing based on analytical study of literary genres. To ensure competence in oral communications, a speech component is included. Offered every semester.

ENG 201 **3 credits**
Expository Writing

Prerequisite: ENG 122

The writing of effective, clear, and moving exposition with special emphasis on grammar, syntax, logical fallacies, style, argumentation, and critical thinking. Offered annually.

ENG 202 **3 credits**
Creative Writing

Prerequisite: ENG 122

Introduction to the creative process, analyzing creative writing in various genres, and writing. Offered annually.

ENG 203 **3 credits**
Creative Writing II

Prerequisite: ENG 202

A continuation of ENG 202 with a workshop environment emphasizing individual instruction and the study of master writers. Offered annually.

ENG 221 **3 credits**
Survey of English Literature I

Prerequisite: ENG 122

An introduction to the poetry, prose and drama of English literature from its beginnings

through the 18th century. Offered every semester.

ENG 222 **3 credits**
Survey of English Literature II

Prerequisite: ENG 122

An introduction to English literature from the 19th century to World War I. Offered every semester.

ENG 223 **3 credits**
Survey of American Literature I

Prerequisite: ENG 122

An introduction to American literature from the colonial writers through the romantics: Bradstreet, Edwards, Taylor, Hawthorne, Poe, Emerson, Thoreau, Melville. Offered every semester.

ENG 224 **3 credits**
Survey of American Literature II

Prerequisite: ENG 122

An introduction to American literature from the realists to the writers of the 1920's and after: Whitman, Dickinson, and Twain through O'Neill and Hemingway. Offered every semester.

ENG 225 **3 credits**
Survey of World Literature I

Prerequisite: ENG 122

A survey of the literature of the Western World in translation, from the ancient Greek through the Renaissance periods. Offered annually.

ENG 226 **3 credits**
Survey of World Literature II

Prerequisite: ENG 122

A survey of the literature of the Western World in translation, including the literary traditions of Neoclassicism, Romanticism, Naturalism and Symbolism. Offered annually.

ENG 227 **3 credits**
Basic Journalistic Writing

Prerequisite: ENG 122

Basic theories and procedures in collecting and writing news. Offered as needed.

ENG 311 3 credits**Survey of Major Writers of the 20th Century***Prerequisite: ENG 122*

A study of the most significant and influential movements of the twentieth century as those movements have shaped the course of human experience. Provides an opportunity for students to discuss and analyze a broad range of writers from several countries, drawing on cultural and ethnic issues particularly relevant to those writers. Offered in alternate years.

ENG 317 3 credits**Survey of African American Literature***Prerequisite: ENG 122*

A study of major black American authors, with emphasis on Langston Hughes, Richard Wright, Ralph Ellison, James Baldwin and Toni Morrison. Offered in alternate years.

ENG 318 3 credits**Communications Pre-Internship**

Prerequisites: ENG 122, acceptance to the internship by the area coordinator of English, and approval by the division dean

Provides students an opportunity to use their writing skills in an arena where they will work with professional writers, editors, and producers. The internship takes place in a newspaper, magazine, public affairs office or in a radio or television station. May be taken twice for credit. Offered annually.

ENG 321 3 credits**The English Novel***Prerequisite: ENG 122*

The historical development of the English novel of the 18th and 19th centuries. Offered in alternate years.

ENG 323 3 credits**History and Structure of the English Language***Prerequisite: ENG 122*

An eclectic approach to the history of the English language through discussion of phonology, morphology, syntax and vocabulary. Offered in alternate years.

ENG 324 3 credits**Reviewing and Critical Writing***Prerequisite: ENG 122*

Writing and analyzing reviews of films, plays and television programs. Offered in alternate years.

ENG 326 3 credits**Playwriting***Prerequisite: ENG 202 or ENG 203*

Fundamentals of writing for the stage. Students have the option of writing scripts designed for television or motion pictures. Emphasis on plot, theme, dialogue and characterization. Offered in alternate years.

ENG 328 3 credits**Biography and Autobiography***Prerequisite: ENG 122*

A study of the lives of eminent and influential men and women in Western civilization combined with student writing in this genre. Offered in alternate years.

ENG 329 3 credits**Directed Study: Readings or Research**

Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of English that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

ENG 333/EDU 333 **3 credits**

Adolescent Literature

Prerequisite: ENG 122 and EDU 221

The study of literature written for adolescents or young adults including realism, romanticism, fantasy and science fiction, and biography. Special emphasis is paid to books commonly used in high schools. Offered in alternate years.

ENG 334 **3 credits**

Writing the Short Story

Prerequisite: ENG 202 or ENG 203

Technique in writing short fiction: plot, characterization, point of view, setting, style. Offered in alternate years.

ENG 335 **3 credits**

Verse Writing

Prerequisite: ENG 202 or ENG 203

Technique in writing poetry: theme, imagery, musical devices and metrics. Offered in alternate years.

ENG 338 **3 credits**

Modern American Drama

Prerequisite: ENG 122

A study of modern realism, tragedy, expressionism and the theatre of the absurd. Representative playwrights include Eugene O'Neill and Tennessee Williams. Offered in alternate years.

ENG 339 **3 credits**

Modern British and European Drama

Prerequisite: ENG 122

A study of modern realism, tragedy, comedy and symbolic drama. Representative playwrights include Ibsen, Chekhov, Shaw and Osborne. Offered in alternate years.

ENG 100-400 **1-3 credits**

Special Topics

Prerequisite: Permission of faculty member and division dean/center director

A variable content course in English that is designed for a specific class level: freshman

(100) through senior (400). Topic is announced in advance of registration. Offered annually.

ENG 422 **3 credits**

Shakespeare

Prerequisite: ENG 122

Selected sonnets, comedies, histories, tragedies, with consideration of Shakespeare's dramaturgical development. Offered in alternate years.

ENG 427 **3 credits**

Restoration and Eighteenth-Century English Literature

Prerequisite: ENG 221 or 222

A study of the literature of the Neoclassical period, with emphasis on Dryden, Swift, Pope, Addison and Steele, Johnson and Boswell. Offered in alternate years.

ENG 428 **3 credits**

Communications Internship

Prerequisites: ENG 318, acceptance to the internship by the chair of the English department, and approval by the division dean

Provides students an opportunity to use their skills in a professional setting by allowing them to work with professional writers, editors, and producers. The internship takes place in a newspaper, magazine, public affairs office or in a radio or television station. May be taken twice for credit. Offered annually.

ENG 429 **1-3 credits**

Advanced Directed Study and Research

Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of English that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Students must submit a written request for enrollment prior to registration. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

ENG 430 **3 credits**
Independent Writing

Prerequisite: ENG 122 and permission of faculty member

Advanced student in writing longer works, such as full-length plays and novels. May be taken twice for credit. Offered in alternate years.

ENG 431 **3 credits**
Nineteenth-Century English Literature

Prerequisite: ENG 221 or 222

A study of the poetry and prose of the Romantic and Victorian eras exclusive of the novel. Offered in alternate years.

ENG 433 **3 credits**
Modern British and American Writers

Prerequisites: ENG 221, ENG 222, and ENG 223 or ENG 224

A study of selected poetry and fiction by British and American writers since 1900. Offered in alternate years.

ENG 435 **3 credits**
Literary Criticism

Prerequisite: ENG 122 and permission of faculty member

Principles and methods of literary criticism; application of critical methods to works by representative writers. Offered in alternate years.

ENG 436 **3 credits**
Chaucer and Milton

Prerequisite: ENG 122

A study of selected works by two "literary giants" in English literature. Offered in alternate years.

ENG 498 **3 credits**
Senior Seminar

Prerequisite: Senior Standing

Required during the fall semester of the senior year for those majoring in English. Emphasis on working toward a definition of

culture by tracing the progression of humanism and aesthetic theory in literature from the 18th century to the present.

Environmental Science

Course Descriptions

ENV 126 **3 credits**
Environmental Science
 (Non-Majors)

A course designed to provide students with basic, applied knowledge of ecosystems and their functions, populations, air and water pollution, hazardous waste disposal, the development and conservation of natural resources, species extinction, sustainable development, and environmental chemistry. Offered every semester.

ENV 201 **4 credits**
Geoscience

Prerequisite: Sophomore standing

This course will familiarize the student with the basic principles of hydrogeology, soils, topography, physiography, mapping, climate, and weather. The course will also investigate the nature of the physical environment from the standpoint of resource utilization. One three-hour lecture and one three-hour laboratory per week. Offered fall semester in alternate years. Course fee may apply.

ENV 200-400 **1-3 credits**
Special Topics

Prerequisite: Permission of faculty member and division dean

This course is designed to enhance the academic experience by offering courses in specialized technical areas outside of the course requirements. Offered as needed.

ENV 401 **4 credits**
Advanced Environmental Science

Prerequisites: BIO 325 and CHE 312

This course will provide the student with simulated work experiences and detailed

information on the major technical topics which are encountered in the daily job responsibilities of professional environmental scientists. This course will constitute direct preparation for positions in the field. Offered fall semester in alternate years.

ENV 402 **2 credits**

Environmental Regulations

Prerequisite: BIO 325

This course will provide the student with a working knowledge of the major federal legislation which governs the use of environmental resources in the United States. In addition, information on the regulatory framework in the U.S. and in Florida will be presented. Legislation will be discussed from the viewpoint of the professional environmental scientist. Offered spring semester in alternate years.

ENV 403 **3 credits**

Seminar in Environmental Science

Prerequisite: BIO 325

This course is designed to prepare the student for successful performance as a professional environmental scientist. A large portion of the course will be concerned with providing the student with a thorough understanding of the environmental assessment process, the most common tool of the environmental scientist. Additionally, the course will introduce the student to the broad range of other disciplines related to the field. Offered spring semester in alternate years.

Fine Arts Course Descriptions

FAS 121 **3 credits**

Introduction to Fine Arts

An approach to visual, musical and dramatic works of art designed to increase the student's understanding and aesthetic pleasure as well as to develop acquaintance with techniques and terminology in the arts.

FAS 123 **3 credits**

Introduction to Film

A survey course treating film as a modern art form. Includes thematic content and aesthetic problems that face film theoreticians.

FAS 125 **3 credits**

Introduction to Theater

Investigates the imaginative processes involved in creating theater. Emphasizes the dramatic event, dramatic literature in performance. Examines the roles of audience, actor, playwright, director, and others that collaborate to create the theater experience.

FAS 127 **3 credits**

Acting

Basic principles of acting open to all majors, including students with no theatre experience. There will be a study and practice of the stylized tradition and the method tradition.

FAS 220 **1 credit**

Theater Playhouse 90

Theater performance open to all majors. Acting, directing, playwriting, and stagecraft will be studied and practiced. May be repeated for credit.

FAS 329 **3 credits**

Directed Study: Readings or Research

Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of fine arts that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion.

FAS 100-400 **1-3 credits**

Special Topics

Prerequisite: Permission of faculty member and division dean/center director

A variable content course in fine arts that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

FAS 429 **1-3 credits****Advanced Directed Study and Research**

Prerequisite: Permission of faculty member and division dean

Intensive individual study in a particular aspect of fine arts that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

Foreign Languages

Course Descriptions

FRL 329 **3 credits****Directed Study: Readings or Research**

Prerequisite: Permission of faculty member or division dean

Designed for small groups of students to pursue in depth a particular aspect of foreign languages that is not covered or is treated less rigorously in regular course offerings. This course is taught in seminar fashion.

FRL 100-400 **1-3 credits****Special Topics**

Prerequisite: Permission of faculty member and division dean/center director

A variable content course in foreign languages that is designed for a specific class level: freshman (100) through senior (400).

FRL 429 **1-3 credits****Advanced Directed Study and Research**

Prerequisite: Permission of faculty member and division dean

Intensive study in a particular aspect of foreign languages that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in

regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

Spanish Course Descriptions

SPA 111 **3 credits****Spanish Level 1-A**

Course goals are given at SPA 112.

SPA 112 **3 credits****Spanish Level 1-B (General only)**

Prerequisite: SPA 111 or one year of high school Spanish

A course designed to enable the student to: (1) speak so as to satisfy simple courtesy and on only familiar topics; (2) understand utterances about survival needs and travel requirements; (3) to read very simple connected material; and (4) write adequately to meet limited practical needs.

SPA 211 **3 credits****Spanish Level 2-A**

Prerequisite: SPA 112 or two years of high school Spanish or placement

- I. Business Spanish; or
- II. Health-related Spanish

Course goals are given at SPA 212; may be repeated with different subject matter.

SPA 212 **3 credits****Spanish Level 2-B**

Prerequisite: SPA 211.I or 211.II, respectively

- I. Business Spanish; or
- II. Health-related Spanish

A course designed to enable the student to: (1) speak so as to satisfy routine social demands and limited work requirements; (2) understand utterances at this same level; (3) read simple authentic material within a familiar context; and (4) write routine social correspondence and meet most limited work requirements.

SPA 311**3 credits****Spanish Level 3-A***Prerequisite: SPA 212.I or 212.II, respectively*

- I. Business Spanish; or
- II. Health-related Spanish

The first of two courses designed to enable the student: (1) to speak so as to participate effectively in formal and informal conversations; (2) to understand most utterances at this same level; (3) to read at a normal pace, with nearly complete comprehension, a variety of prose in a professional field, as well as other materials; and (4) to write effectively in normal exchanges on practical, social and professional topics.

SPA 312**3 credits****Spanish Level 3-B***Prerequisite: SPA 311.I or 311.II, respectively*

Composition and Advanced Conversation. A non-technical course to complete the goals of Level 3.

SPA 329**3 credits****Directed Study: Readings or Research***Prerequisite: SPA 312*

Selected works in Spanish literature combining library and videocassette studies.

SPA 411**3 credits****Advanced Spanish Grammar***Prerequisite: SPA 312*

A critical review of the latest grammar proposed by the Royal Spanish Academy.

SPA 429**1-3 credits****Advanced Directed Study and Research***Prerequisite: SPA 312*

Selected works from the Americas, emphasizing Mexican and Argentine literature, combining library and videocassette studies. May be repeated for credit.

Geography Course Descriptions

GEO 221**3 credits****Introduction to Physical and Cultural Geography***Prerequisite: Sophomore standing*

Topics in this course include maps and map reading, the history of geography, earth forms, weather, climate, soils, water, plants, minerals, conservation and natural resources, along with political, economic and cultural developments, population, settlement and urbanization. The teaching of geography at the elementary level and secondary levels is also emphasized.

GEO 100-400**1-3 credits****Special Topics***Prerequisite: Permission of faculty member and division dean*

A variable content course in geography that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

History Course Descriptions

HTY 121 3 credits**United States History to 1865**

A survey of the principal movements, events, ideas and personalities in U.S. History from colonial times to the Civil War. Offered annually.

HTY 122**3 credits****United States History Since 1865**

A survey of the principal movements, events, ideas and personalities in U.S. History from the Civil War to the present. Offered annually.

HTY 123**3 credits****Western Civilization to 1500**

A survey of the principal movements, events, ideas and personalities in the Western World from ancient times to 1500. Offered annually.

HTY 124 **3 credits**
Western Civilization Since 1500

A survey of the principal movements, events, ideas and personalities in the Western World from 1500 to the present. Offered annually.

HTY 225 **3 credits**
Far Eastern Civilization

A study of the historical development of the civilizations of China and Japan with emphasis on their classical traditions, the impact of Western issues and practices, and developments in the post-World War II era. Offered annually.

HTY 227 **3 credits**
Latin America and the Caribbean

A survey of the principal movements, events, ideas and personalities in Latin America and the West Indies from the pre-Columbian societies to the present, with emphasis on 20th century developments. Offered annually.

HTY 233 **3 credits**
The Modern Middle East

A study of the social, political, religious, and economic forces present in the modern Middle East, with emphasis on the period since World War I, Arab-Israeli conflict and oil. Offered annually.

HTY 245 **3 credits**
Vietnam War

Prerequisite: Sophomore standing

A study of America's political, economic, and military role in Vietnam from 1950 to 1975. Offered through CDL.

HTY 325 **3 credits**
Modern Russia

Prerequisite: Junior standing

An intensive study of the history and development of Russia since 1900. Offered in alternate years.

HTY 329 **3 credits**
Directed Study or Research

Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue a particular aspect of history that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

HTY 330/POL 330 **3 credits**
War and Peace

Prerequisite: Junior standing

A historical survey course covering the period from the ancient to the modern world. Primary attention will be focused on American military history; however, Roman military strategy, warfare in the Middle Ages, and the Napoleonic Wars will be included. Offered in alternate years.

HTY 331 **3 credits**
The American Civil War

Prerequisite: Junior standing

This course covers the period from the election of Abraham Lincoln in 1860 to the end of the Civil War in 1865. In addition to covering important political and military personalities as well as decisive battles and campaigns, social and economic aspects of the American Civil War will also be discussed. Offered through CDL.

HTY 333/POL 333 **3 credits**
Palestine and Israel

Prerequisite: Junior standing

A detailed examination of the 20th century conflict between Jews and Arabs over the land of Israel/Palestine, considered in both its historical and contemporary aspects. Offered in alternate years.

HTY 337/POL 337 **3 credits**
The Legacies of the British Empire

Prerequisite: Junior standing

A study of British imperial policy and its effects on the historical origins of the racial/ethnic conflicts in Northern Ireland, Canada, Israel, South Africa and India/Pakistan. Offered in alternate years.

HTY 339/POL 339 **3 credits**
Readings in History

Prerequisite: Junior standing

Readings, group discussion, and writing on such issues as Machiavelli, comparative revolutions, the causes of the American Civil War, historical myths and related topics. Offered annually.

HTY 341 **3 credits**
The American War of Independence

Prerequisite: Junior standing

An analysis of the military strategies and operations of each side in the American War of Independence, along with diplomatic and political aspects. Offered through CDL.

HTY 342 **3 credits**
Leaders of the American Revolution

Prerequisite: Junior standing

An analysis of the principal figures of the American Revolution, including such leaders as George Washington, Thomas Jefferson, Benjamin Franklin, Patrick Henry, and Benedict Arnold. The British viewpoint of the Revolution will also be examined. Offered through CDL.

HTY 100-400 **1-3 credits**
Special Topics

Prerequisite: Permission of faculty member and division dean/center director

A variable content course in history that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the nature of history or such specific issues as the Watergate Affair, Palestine/Israel, or other special topics. Topic to be covered is announced in advance of registration. Offered as needed.

HTY 421 **3 credits**
Europe in the Nineteenth Century

Prerequisite: HTY 124

A study of the principal movements, events and ideas in 19th-century Europe. Offered as needed.

HTY 422 **3 credits**
Europe in the Twentieth Century

Prerequisite: HTY 124

A study of the major currents, events and ideas in European history from 1870 to the present. Offered as needed.

HTY 423 **3 credits**
The United States in the Twentieth Century

Prerequisites: HTY 121 and HTY 122

A study of the major currents, events and ideas in United States history from the rise of big business and progressivism to the present. Offered as needed.

HTY 425 **3 credits**
United States Diplomatic History

Prerequisites: HTY 121 and HTY 122

An analysis of the nature of diplomacy, the principal schools of thought or interpretations of American foreign policy, and the chief themes in U.S. diplomatic history, with emphasis on the 20th century. Offered in alternate years.

HTY 427/POL 427 **3 credits**
History of Ideas

Prerequisite: Junior standing

A study of the major intellectual currents that have dominated historical thought in the Western World since the Renaissance. Offered annually.

HTY 429 **1-3 credits**
Advanced Directed Study and Research

Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of history that is not covered in regular

course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

HTY 430 **3 credits**
The Role of the Military in the Modern World

Prerequisite: Junior standing
 An examination of the relationships between the soldier, the civilian, defense establishments, and society within the United States and throughout the world. Offered through CDL.

HTY 490 **3 credits**
Revolution: Yesterday and Today

Prerequisite: Junior standing
 A comparative study of the major revolutions in world history, with emphasis on United States, France, Russia and China, and a study of the relationship between revolution and other forms of social change, particularly in the Third World. Offered through CDL.

HTY 499 **3 credits**
Senior Seminar in History

Prerequisite: Senior standing in history or international studies
 Directed research and the development and presentation of a senior thesis on a significant historical issue. Offered annually.

Honors Program
Course Descriptions

HON 150 **3 credits**
The Classical World View

Prerequisite: Admission to the Honors Program or permission of faculty member
 Students read and discuss faithful translations of Greek and Roman authors whose

works exemplify the breadth and depth of classical learning. Epic poetry, drama and philosophical writings which embrace questions relating to ethics, politics, physics and theology are covered. Of central concern is an inquiry into the purpose and content of a liberal education as first conceived by the classical philosophers. Offered annually.

HON 151 **3 credits**
The Christian Vision

Prerequisite: Admission to the Honors Program or permission of faculty member
 Students read and discuss original documents in the Judeo-Christian tradition, including Hebrew, Roman Catholic and Protestant authors. They learn to identify the literary, philosophical and theological traditions from which these authors drew, as well as to reflect on the contemporary influence of their thought and its relevance for modern life. Offered annually.

HON 250 **3 credits**
The Humanistic Tradition

Prerequisite: Admission to the Honors Program or sophomore standing and permission of faculty member
 Students read and discuss important works by diverse authors spanning the broad period from the 15th century Renaissance to the 18th century Enlightenment. Essays, poetry, drama, novels and philosophical writings are explored for their contribution to the revival of the arts and letters and as evidence of a renewed interest in humankind as the center of creation. Offered annually.

HON 251 **3 credits**
Scientific Revolutions

Prerequisite: Admission to the Honors Program or sophomore standing and permission of faculty member
 Students read and discuss important works that have altered the course of scientific thinking. Books, essays, journals and reports by scientific pathfinders serve as the primary course material, although some laboratory

work may be required. Contemporary writings and classic works from the history of science are examined. Of central concern is an investigation of the purposes, procedures and accomplishments of the scientific enterprise. Offered annually.

HON 329 **3 credits**

Directed Study: Readings or Research

Prerequisite: Admission to the Honors Program and permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of an honors topic that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion. Offered as needed.

HON 350 **3 credits**

The Human Condition Reexamined

Prerequisite: Admission to the Honors Program or junior standing and permission of faculty member

A collectively led seminar on 18th and 19th century developments across the broad spectrum of the social sciences, encompassing history, politics, economics, sociology, psychology, anthropology and technology. Supervised by the faculty member, each student will research and report on a major contributor to the intellectual ferment of ideas that helped to reshape the Western World's concept of human nature. Offered annually.

HON 351 **3 credits**

The Modern World View

Prerequisite: Admission to the Honors Program or junior standing and permission of faculty member

A collectively led seminar on 20th century thought, culture and religion. Guided by the faculty member, each student will research and report on a major figure of the 20th century. Students will combine informed perspectives to discuss intellectual achievements and contemporary issues. Offered annually.

HON 100-400 **3 credits**
Special Topics

Prerequisite: Admission to the Honors Program and permission of faculty member and division dean

A variable content honors course that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Satisfies one of the honors program course requirements, excluding HON 498 and 499. Offered as needed.

HON 429 **1-3 credits**

Advanced Directed Study and Research

Prerequisite: Admission to the Honors Program and permission of faculty member and division dean

Intensive individual study in a particular aspect of an honors topic that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

HON 498 **1 credit**

Honors Research Methods

Prerequisite: Admission to the Honors Program and junior standing

Planning for the senior honors project and developing a project proposal under the guidance of a mentor. Researching the available bibliographical and material resources. Offered annually.

HON 499 **3 credits**

Senior Honors Project

Prerequisite: Senior standing and permission of the Honors Council

The completion of an original research project under the guidance of a mentor. May satisfy an upper-division major requirement with the consent of the division dean. See the

honors program guidebook for further details.
Offered annually.

Humanities Course Descriptions

HUM 101 **3 credits** **Introduction to the Humanities I**

The first part of a two-part introduction to the humanities through an integrated study of major works of literature, theatre, art, music and architecture in their historical and philosophical contexts. From the ancient Greeks to the Renaissance.

HUM 102 **3 credits** **Introduction to the Humanities II**

The second part of a two-part introduction to the humanities through an integrated study of major works of literature, theatre, art, music and architecture in their historical and philosophical contexts. From the Renaissance through the 20th century.

HUM 329 **3 credits** **Directed Study: Readings or Research** *Prerequisite: Permission of faculty member and division dean*

Designed for small groups of students to pursue in depth a particular aspect of humanities that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

HUM 100-400 **1-3 credits** **Special Topics** *Prerequisite: Permission of faculty member and division dean/center director*

A variable content course in humanities that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

HUM 429 **1-3 credits** **Advanced Directed Study and Research** *Prerequisites: Permission of faculty member and division dean*

Intensive individual study in a particular aspect of humanities that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

Mathematics Course Descriptions

Credit may not be earned in mathematics courses that are prerequisites for courses already completed.

MAT 002 **3 semester hours** **Fundamentals of Math**

A minimum grade of "P" is required in MAT 002 to take MAT 003, Basic Algebra. This course does not satisfy a basic studies requirement in mathematics or elective credit for the associate's or bachelor's degree. This course is designed to help students improve basic mathematical skills and to build a foundation for algebra. Topics include integers, random number numbers, proportion, percents, elementary equations, geometry, and statistics. Also covered are college level academic skills in geometry and statistics. Offered every semester. Course fee may apply.

MAT 003 **3 semester hours** **Basic Algebra** *Prerequisite: MAT 002 with a grade of "P" or a satisfactory grade on the mathematics placement test*

This course does not satisfy a basic studies requirement in mathematics or elective credit for the associate's or bachelor's degree. This course is designed to help students build a

foundation for algebra. Topics include: algebraic expressions, order of operations, equations, inequalities, introduction to graphing, polynomials, exponents, factoring, rational expressions, introduction to rational exponents, and systems of equations. Offered every semester. Course fee may apply.

MAT 128 **3 credits**
Algebra and Functions

Prerequisite: MAT 003 with a grade of "P" or higher or a satisfactory grade on the mathematics placement test

A course designed to provide an acceptable, beginning college level background on algebraic skills and sufficient background on functions that will enable the student to advance and succeed in higher level mathematics courses. Algebraic concepts with emphasis on functions and graphing. Topics include: rational expressions and equations, functions and graphs, composition and inverse functions, systems of equations and problem solving, inequalities, rational exponents and radicals, quadratic equations and functions, exponential and logarithmic functions. Offered every semester. Course fee may apply.

MAT 131 **3 credits**
College Mathematics

Prerequisite: MAT 003 with a grade of "P" or a satisfactory grade on the mathematics placement test

Topics include set theory, logic, numeration systems, geometry, counting methods, probability and statistics. Recommended for preparation for the CLAST examination. Offered every semester.

MAT 134 **3 credits**
Numeracy

Prerequisite: MAT 003 with a grade of "P" or a satisfactory grade on the mathematics placement test.

Numeracy is designed to enhance the student's problem solving capabilities, as well as to deepen their knowledge of arithmetic, number systems and geometry. Topics include

methods of problem solving and applications, an introduction to logic, elementary set theory, numeration systems with emphasis on carrying out arithmetic in bases other than ten, work with integers, rational numbers and real number systems, geometry and measurement, and elementary probability and statistics. It is especially recommended for K-8 education majors. Meets the Florida Math CLAST remediation requirements. Offered annually.

MAT 141 **3 credits**
Finite Mathematics

Prerequisite: MAT 128 or a satisfactory grade on the mathematics placement test.

Topics in mathematics that are especially applicable to business such as linear models, mathematics of finance, counting methods, probability, and statistics. Offered every semester. Course fee may apply.

MAT 151 **3 credits**
College Algebra

Prerequisite: MAT 128 or a satisfactory grade on the mathematics placement test

Topics include radicals, exponents, polynomials, factoring, linear equations, quadratic equations, systems of equations, Cramer's Rule, inequalities, graphs, functions, logarithms and exponential functions. Offered every semester.

MAT 161 **3 credits**
Precalculus

Prerequisite: MAT 151

Topics include matrices, trigonometric functions, trigonometric identities and equations, oblique triangles, complex numbers, partial fractions, sequences and series, and binomial theorem. Intended as a preparation for the first course in calculus, MAT 221 or MAT 231. Offered every semester.

MAT 201 **3 credits****Introduction to Statistics**

Prerequisite: MAT 141 or a higher level mathematics course

Development of the fundamental statistical methods, including graphs, measures of central tendency, and variation. Inferential statistics includes the basic concepts of probability, estimation, hypothesis testing, sampling techniques, ANOVA, chi-square tests, regression analysis and correlation, and other analyses of data. Use of statistical software packages. Applications to business, social science, education, and environmental science. Course fee may apply. Offered every semester.

MAT 231 **3 credits****Calculus and Analytic Geometry I**

Prerequisite: MAT 161

Analytic geometry, functions, limits, derivatives, applications of derivatives, integrals, applications of integrals. Four hours per week. Offered annually.

MAT 232 **3 credits****Calculus and Analytic Geometry II**

Prerequisite: MAT 231

Trigonometric functions, logarithmic and exponential functions, techniques of integration, conic sections, indeterminate forms, improper integrals, infinite series. Four hours per week. Offered as needed.

MAT 329 **3 credits****Directed Study: Readings or Research**

Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of mathematics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

MAT 100-400**1-3 credits****Special Topics**

Prerequisite: Permission of faculty member and division dean/center director

A variable content course in mathematics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

MAT 429**1-3 credits****Advanced Directed Study and Research**

Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of mathematics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated 7 for credit. Weekly meetings with faculty member. Offered as needed.

Music Course Descriptions**MUS 105****3 credits****Oratorio Society**

Prerequisite: Permission of faculty member

Open to students, faculty, staff and community members, the Oratorio Society is devoted to the performance of choral masterworks. Concerts are often accompanied by orchestra. One evening rehearsal per week. Reading and writing assignments will help students deepen their understanding of the work(s) they perform.

MUS 106**3 credits****Chorale**

This large choir is open to all Saint Leo College students without audition. The Chorale performs a wide variety of musical styles each semester. Members work on improving singing technique and music reading

skills. Three rehearsals per week. Reading and writing assignments will help students deepen their understanding of the work(s) they perform.

MUS 107 **3 credits**
Stage Band

Performance of standard and contemporary literature for jazz band. Two one-hour rehearsals per week. Open to all students. May be repeated for credit. Reading and writing assignments will help students deepen their understanding of the work(s) they perform.

MUS 120, 220, 320, 420 **1 credit**
Private Instruction

Offered in keyboard, voice, brass, percussion, strings, woodwinds and guitar. One 30-minute lesson per week. Open to all students. May be repeated for credit. Semester fee. No refund after second lesson.

MUS 121 **3 credits**
Music Theory I

Beginning principles of musical structure and style including analysis, writing and ear training.

MUS 122 **3 credits**
Music Theory II

Prerequisite: MUS 121

A continuation of MUS 121. Further study in analysis and style. Includes sight singing and ear training.

MUS 123 **3 credits**
Introduction to Music

Develops an understanding of, and appreciation for, the most important composers and styles from music history and develops critical and intelligent listening skills.

MUS 322 **3 credits**
Music History II

The evolution of musical thought and literature from 1600 to the present. Three hours per week.

MUS 328 **1 credit**
Chamber Music

A study of literature for small ensembles of vocalists and instrumentalists. May be repeated for credit. One coaching session per week.

MUS 329 **3 credits**
Directed Study: Readings or Research

Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of music that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MUS 100-400 **1-3 credits**
Special Topics

Prerequisite: Permission of faculty member and division dean/center director

A variable content course in music that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MUS 429 **1-3 credits**
Advanced Directed Study and Research

Prerequisite: Permission of faculty member and division dean

Intensive individual study in a particular aspect of music that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

Oceanography Course

Descriptions

OCE 201 **3 credits**

Introduction to Oceanography

Introduction to major geological, chemical, physical, biological and ecological principles. Topics include origin of oceans, structure of earth, sea floor spreading, continental drift, salinity, currents, waves, tides, beaches, marine ecosystems, marine organisms and current environmental issues. Oceanographic cruise. Offered through CDL.

Philosophy Course Descriptions

PHI 121 **3 credits**

Introduction to Philosophy

An introduction to some of the major issues involved in the philosophical quest for wisdom, designed to provide an insight into the various perspectives from which these problems have been approached historically.

PHI 125 **3 credits**

Philosophy of Personal Responsibility

Examines the theoretical foundations and practical implications of the philosophical position that human beings are responsible for their own lives.

PHI 223 **3 credits**

Logic

A systematic inquiry into both Aristotelian and modern contributions to the science of logic, emphasizing the compatibility of traditional and symbolic logic.

PHI 224 **3 credits**

Ethics

Concerns the human quest for happiness and the attainment of ultimate ends. Explores a range of value systems from that of Aristotelian-Thomism to existentialism and phenomenology.

PHI 324 **3 credits**

Medical Ethics

Examines moral problems that arise in the practice of medicine. Various theories about what is good and what is right are considered and related to bio-ethical and socio-ethical issues.

PHI 328 **3 credits**

Business Ethics

A study of general moral principles and their application to ethical issues and problems pertaining to business activities and the nature of the corporation in contemporary society.

PHI 329 **3 credits**

Directed Study: Readings or Research

Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of philosophy that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PHI 331 **3 credits**

American Philosophy

An introduction to selected writings of such classical American thinkers as Peirce, James, Dewey and Whitehead.

PHI 332 **3 credits**

Philosophy of Human Being

A study of human being, with particular emphasis on concepts of the self and the problem of human freedom and determinism.

PHI 333 **3 credits**

Existentialism

An analysis of the origins and basic theories of existentialism, including selections from the writings of Kierkegaard, Nietzsche, Heidegger and Sartre.

PHI 334 3 credits
Philosophy of Science

A study of the problems of inductive reasoning, the status of observations, laws, theories, theoretical entities and scientific revolutions.

PHI 335 3 credits
Philosophy of Love

Examines philosophical commentaries on the traditional forms of love and their practical implications for the nature of human relationships.

PHI 336 3 credits
Philosophy of Atheism

A study of the scientific and humanistic forms of atheism, as proposed by Comte, Feuerbach, Marx, Nietzsche, Freud, Sartre, Merleau-Ponty, Ayer and others. Special attention will be given to the atheistic features present in numerous forms of belief in God.

PHI 345 3 credits
Contemporary Moral Issues

Discussion of contemporary moral issues such as sexual equality, racism, censorship, economic justice and population control.

PHI 346 3 credits
Environmental Ethics

A study of the philosophical aspects of ethical issues involved in the relation of human beings to the environment including religious perspectives.

PHI 364/REL 364 3 credits
Studies in Jewish Thought

Selected topics in Jewish thought, with emphasis on problems, thinkers and movements.

PHI 366/REL 366 3 credits
Studies in Oriental Thought

Selected topics in Oriental thought, with emphasis on problems, thinkers and movements.

PHI 100-400 1-3 credits
Special Topics

Prerequisite: Permission of faculty member and division dean/center director

A variable-content course in philosophy that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

PHI 429 1-3 credits
Advanced Directed Study and Research

Prerequisite: Permission of faculty member and division dean

Intensive individual study in a particular aspect of philosophy that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

Physical Education

Course Descriptions

PED 102 2 credits
Concepts of Wellness

Designed for students to develop an increased understanding and appreciation of the significance of physical fitness and wellness, to assess their present status and to formulate positive attitudes and actions toward maintaining and/or improving their current level of fitness.

PED 220 3 credits
Motor Skill Development and Analysis
Prerequisites: BIO 225

A study of the growth and maturational processes that affect motor skill acquisition and performance throughout the life span. Theories regarding learned motor behavior and the control of movement, focusing on the

role of perceptual, memory, and motor functions in the acquisition and retention of skilled movement are examined. Students understand the knowledge necessary to undertake a systematic approach to the analysis of human motion. Offered fall semester.

PED 230 **3 credits**
Community First Aid and Safety

The goal of this course is to provide students with knowledge and skills necessary in an emergency to call for help, to help keep someone alive, to reduce pain, and to minimize the consequences of injury or sudden illness until professional help arrives. Course includes adult, child and infant CPR, and first aid. Satisfactory passing of Red Cross Certification standards is included in course requirements. Course fee may apply. Offered fall semester.

PED 306 **3 credits**
Instructional Design and Content of Racquet Sports/Track and Field
Prerequisite: Sophomore standing

This course is designed to prepare the pre-professional secondary physical educator to teach racquet sports and activities. Emphasis is placed upon the development of competencies needed to develop a racquet sports curriculum, design and implement effective lessons, and create an appropriate learning environment. Field work required. Offered spring semester of even years.

PED 307 **3 credits**
Instructional Design and Content of Swimming and Golf
Prerequisite: Sophomore standing

This course is designed to prepare the preprofessional secondary physical educator to teach swimming and golf. Emphasis is placed upon the development of competencies needed to develop a lifetime sports curriculum, design, and implement effective lessons, and create an appropriate learning environment.

PED 308 **3 credits**
Instructional Design and Content of Personal Fitness/Weight Training
Prerequisite: Sophomore standing

This course is designed to prepare pre-professional physical educators to implement the Personal Fitness course which is Florida's physical education high school graduation requirement. The emphasis is on developing understanding of the content of the Personal Fitness course and competencies to assess fitness levels and design fitness programs for individuals. Field work required. Offered fall semester of odd years.

PED 309 **3 credits**
Instructional Design and Content of Team Sports and Activities
Prerequisite: Sophomore standing

This course is designed to prepare the pre-professional secondary physical educator to teach team sports and activities. Emphasis is placed upon the development of competencies needed to develop a team sports curriculum, design and implement effective lessons, and create an appropriate learning environment. Field work required. Offered spring semester of odd years.

PED 311 **3 credits**
Lifeguard Training

This course is designed to teach prospective lifeguards the skills and knowledge needed to prevent and respond to aquatic emergencies. Upon successful completion of this course, candidates will be awarded the American Red Cross Lifeguard Training certification.

PED 313 **3 credits**
Water Safety Instruction

This course is designed to train instructor candidates to teach American Red Cross Swimming and Water Safety courses. Practice teaching is an integral part of the course. Upon successful completion of this course, candidates will be awarded the American Red Cross W.S.I. certification. Lab fee may apply.

PED 320 **Theory and Practice of Coaching** **3 credits**

Prerequisite: Sophomore standing

The study of the principles associated with coaching that enable students to scientifically design practice and game regimens and strategy. The disciplines of kinesiology, exercise physiology, motor development, anatomy, physiology, sociology and psychology serve as the research base. Offered spring semester of even years.

PED 322 **Coaching Football** **3 credits**

Prerequisite: Sophomore standing

The principles and practices of coaching football, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete. Field work required. Offered fall semester of even years.

PED 323 **Coaching Golf and Tennis** **3 credits**

Prerequisite: Sophomore standing

The principles and techniques applicable to the teaching and coaching of golf and tennis at various competitive and recreational levels. Field work required. Offered fall semester of odd years.

PED 324 **Coaching Basketball** **3 credits**

Prerequisite: Sophomore standing

The principles and practices of coaching basketball, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete. Field work required. Offered spring semester of even years.

PED 325 **Coaching Baseball** **3 credits**

Prerequisite: Sophomore standing

The principles and practices of coaching baseball, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete. Field work required. Offered spring semester of odd years.

PED 329 **Directed Study or Research** **3 credits**

Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue a particular aspect of physical education that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PED 340 **Prevention and Treatment of Athletic Injuries** **3 credits**

Prerequisite: Sophomore standing

The primary purpose of this course is to provide prospective teachers, coaches, and recreational leaders with an in-depth study of practices and techniques applicable to the prevention and treatment of athletic injuries and conditions that might occur in activities which they may have under their supervision. Course fee may apply. Offered fall semester of odd years.

PED 347 **First Aid and CPR Instructor** **3 credits**

Prerequisite: PED 230 with current Red Cross certification

Designed to prepare the participants to teach and certify students for teaching the ARC "Standard First Aid and Personal Safety" and cardiopulmonary resuscitation courses. First aid knowledge and skills will be reviewed as well as appropriate methods and techniques of instruction. ARC certification available. Course fee may apply.

PED 350 **Adaptive Physical Education and Recreation** **3 credits**

Prerequisite: Junior standing

A study of the principles and methods of adaptive physical education and recreation for persons with disabilities. Content of the course includes a diversified program of developmental activities, games, and sports suited to the interest, capacities, and limita-

tions of students with disabilities who may not safely or successfully engage in unrestricted participation in vigorous activities and sports both in school and in out-of-school community programs. Offered fall semester.

PED 100-400 **1-3 credits**
Special Topics

Prerequisite: Permission of faculty member and division dean

A variable content course in physical education that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

PED/BIO 420 **3 credits**
Kinesiology

Prerequisites: BIO 226 and junior standing

A study of both anatomical and biomechanical kinesiology as it relates to effective movement and sport skill performance. Emphasis is placed on mastering knowledge of musculoskeletal structure and function. Not available as a 300-400 level biology major elective.

PED/BIO 426 **3 credits**
Physiology of Exercise

Prerequisites: BIO 226 and junior standing

This course is designed to provide the foundation for understanding nutrition, energy transfer, and exercise and training. Course goals are to understand the physiological principles governing human performance, develop a physiologically sound basis to critically evaluate current practices in the area of human performance, and provide information which will assist in making decisions regarding the content and conduct of classes, training sessions, and fitness programs. Not available as a 300-400 level biology major elective.

PED 429 **1-3 credits**
Advanced Directed Study or Research

Prerequisite: Permission of faculty member and division dean

Intensive individual study in a particular

aspect of physical education that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

PED 443 **3 credits**
Organization and Administration of Physical Education

Prerequisites: EDU 380, and junior standing

Designed to cover the organization and administrative policies, standards and procedures involved in the physical education teaching profession and related fields. Emphasis on the education perspective and various administrative problems. Offered fall semester of odd years.

Physics Course Descriptions

PHY 121 **3 credits**
Fundamental Concepts of Physics

A series of topics in physics is presented for students whose major is outside the Department of Mathematics and Sciences. Fundamental concepts and their impact on our culture and daily life are stressed. Offered through CDL.

PHY 221 **4 credits**
General Physics I

Prerequisite: MAT 161

A study of the fundamental concepts and laws of physics and their applications. Topics considered are mechanics, heat and wave motion. Three lectures and one three-hour laboratory per week. Offered fall semester. Course fee may apply.

PHY 222**4 credits****General Physics II***Prerequisite: PHY 221*

This is a continuation of PHY 221 and includes electricity, magnetism, optics and modern physics. Three lectures and one three-hour laboratory per week. Offered spring semester. Course fee may apply.

PHY 329**3 credits****Directed Study: Readings or Research***Prerequisite: Permission of faculty member and division dean*

Designed for small groups of students to pursue in depth a particular aspect of physics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

PHY 100-400**1-3 credits****Special Topics***Prerequisite: Permission of faculty member*

A variable content course in physics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

PHY 429**1-3 credits****Advanced Directed Study and Research***Prerequisites: Permission of faculty member and division dean*

Intensive individual study in a particular aspect of physics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

Political Science**Course Descriptions****POL 121****3 credits****Introduction to Politics**

An introduction to politics by means of an examination of the perennial questions of politics, contemporary political events and issues, as well as different political orders. Offered annually.

POL 122**3 credits****Current Issues in Politics**

An inter-disciplinary survey of major current political, economic, social, legal, military, environmental and development issues in both American and the World during the last five years. The course is a debate-seminar based on a mix of introductory survey lectures and professor-guided discussions among students to develop informed opinions on hot topics. Offered annually.

POL 123**3 credits****Introduction to Law and the Legal System**

This course is an introductory survey of the history, structures, and processes of the American legal system. It is designed to be taken as a first college-level course in law, and should precede more specialized courses such as criminal, business or constitutional law. Covered are basic legal concepts such as due process; the structure of the U.S. court system; and the major subdivisions of law such as civil procedure, criminal procedure, or the law of torts. Understanding the role of law in society, the analysis of judicial reasoning, and the application of legal concepts to factual situations are stressed. Offered annually.

POL 223**3 credits****American Federal Government**

An introduction to the basic principles and processes of American national government, including federalism, representation, separation of powers, checks and balances, the committee

system, the electoral college, political parties and judicial review. Emphasis is placed on understanding the Constitution and the intention of the framers, although modern developments and contemporary policy issues are not neglected. Offered annually.

POL 224 3 credits

American State and Local Government

An inquiry into the theory and practice of federalism and a survey of the various political subcultures and institutions of state government are followed by a philosophic treatment of the major political issues facing local government today. Offered annually.

POL 311 3 credits

Political and Legal Theory I

A detailed treatment of selected works of classical political philosophy, including such important authors as Plato, Aristotle, Cicero, St. Augustine, and St. Thomas, with a special emphasis on topics pertaining to justice and natural law. Selections may vary. Offered in alternate years.

POL 312 3 credits

Political and Legal Theory II

A detailed treatment of selected works of modern political philosophy, including such important authors as Hobbes, Locke, Rousseau, Kant, Marx, and Nietzsche. Works by contemporary authors on the philosophy of law will be compared and contrasted. Authors and themes may vary. Offered in alternate years.

POL 323 3 credits

Comparative Politics

Prerequisite: POL 121

A study of various political systems, particularly the Soviet Union, the United Kingdom, China and Germany, along with the problems associated with a comparative approach. Offered in alternate years.

POL 324 3 credits

The Politics of Developing Nations

Prerequisite: Junior standing

An analysis of the relations between the United States and the developing nations of the world, with emphasis on the post-World War II period. Offered in alternate years.

POL 325 3 credits

Public Administration

Prerequisite: Junior standing

An analysis of the nature of public administration, its structures and limitations; staff organization and chain of command; unemployment policies and personnel training and management; employees, organizations and public relations. Offered annually.

POL 326 3 credits

United States Constitutional Law I

Prerequisite: POL 223

A study of the historical development and expansion of judicial power, with emphasis on leading cases relative to judicial review, congressional and legislative powers, federalism, commerce, taxation and economic due process. Offered in alternate years.

POL 327 3 credits

United States Constitutional Law II

Prerequisite: POL 223

A survey of constitutional rights and liberties, with emphasis on current problems and cases in the areas of equal protection, criminal procedure, freedom of press and speech and freedom of religion. Offered in alternate years.

POL 328 3 credits

International Law and Organizations

A detailed survey with case studies of international law's role in world politics and legal controversies, statehood, diplomacy, treaties, sovereignty, sanctions, territorial changes, Law of the Seas, refugees, nationalizations, international organizations (United Nations, NATO, European Community), wars, and space law. Offered in alternate years.

POL 329 **3 credits**
Directed Study or Research

Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue a particular aspect of political science that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

POL 330/HTY 330 **3 credits**
War and Peace

Prerequisite: Junior standing

A historical survey course covering the period from the ancient to the modern world. Primary attention is focused on American military history; however, Roman military strategy, warfare in the Middle Ages and the Napoleonic Wars are included. Offered in alternate years.

POL 333/HTY 333 **3 credits**
Palestine and Israel

Prerequisite: Junior standing

A detailed examination of the 20th century conflict between Jews and Arabs over the land of Israel/Palestine, considered in both its historical and contemporary aspects. Offered in alternate years.

POL 337/HTY 337 **3 credits**
The Legacies of the British Empire

Prerequisite: Junior standing

A study of British imperial policy and its effects on the historical origins of the racial/ethnic conflicts in Northern Ireland, Canada, Israel, South Africa and India/Pakistan. Offered in alternate years.

POL 339/HTY 339 **3 credits**
Readings in Political Science

Prerequisite: Junior standing

Readings, group discussion and writing on such issues as Machiavelli, comparative revolutions, the causes of the American Civil War, historical myths and related topics. Offered as needed.

POL 100-400 **1-3 credits**
Special Topics

Prerequisite: Permission of faculty member and division dean/center director

A variable content course in political science that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the presidency, the judicial process, or other special topics. Topic to be covered is announced in advance of registration. Offered as needed.

POL 423 **3 credits**
International Relations

Prerequisite: Junior standing

An analysis of the relations among subnational, national and supranational factors: foreign policy formation. Problems and developments of international politics and organizations. Offered in alternate years.

POL 424/ECO 424 **3 credits**
International Political Economy

Prerequisite: ECO 201

An exploration of the linkages between politics and economics in international affairs; emphasis on developments since 1945 and such topics as political risk analysis in international business, interdependence and U. S. economic foreign policy. Offered as needed.

POL 425 **3 - 6 credits**
Internship in Political Science

Prerequisite: Junior or Senior standing, enrollment in the campus program

The internship in political science is intended to be offered to students who have no previous professional political work experience. It is a 150-300 hours unpaid, supervised internship which may be taken only at specific, pre-approved provider sites and only upon approval of the host agent or agency. Interns may work for campaign organizations, at the local offices of state or national elected officials, with municipal, county or state agencies, or with public interest organizations. Offered annually.

POL 427/HTY 427 **3 credits**
History of Ideas

Prerequisite: Junior standing and permission of faculty member

A study of the major intellectual currents that have dominated historical thought in the Western world since the Renaissance. Offered annually.

POL 429 **1-3 credits**
Advanced Directed Study and Research

Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of political science that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

POL 499 **3 credits**
Senior Seminar in Political Science

Prerequisite: Senior standing in political science

Directed research and the development and presentation of a senior thesis on a significant issue in political science or detailed readings on a significant single theme. Offered annually.

Psychology Course Descriptions

PSY 121 **3 credits**
Introduction to Psychology

A survey of the major areas in psychology. Principal topics covered are: physiological bases of behavior; personality, mental disorders and treatment, social influences and other basic issues. The course introduces students to the broad spectrum of theories used in understanding human behavior. Offered annually.

PSY 122 **3 credits**
Psychology of Adjustment

An overview of psychological theories and principles related to human adjustment, including effective and ineffective coping behaviors. Offered as needed.

PSY 228 **3 credits**
Social Psychology

Prerequisite: PSY 121

A study of the perceptions, attitudes, personality, motivations and behavior of the individual as a function of social situations. Emphasis on theory, research and application. Offered annually.

PSY 319/SWK 319 **3 credits**
Human Behavior in Stress and Crisis

Prerequisite: PSY 121 or SWK 121

.Offered as needed.

PSY 321 **3 credits**
Psychological Tests and Measurements

Prerequisites: PSY 121 and MAT 201

A study of basic principles underlying test construction as well as a review of the most common psychological tests used to assess ability, personality and occupational preference. Offered in alternate years.

PSY 3223 credits
Physiological Psychology

Prerequisite: PSY 121

The structure and function of the central nervous system as related to emotion, motivation, learning and theory of brain functions. Offered in alternate years.

PSY 324 **3-4 credits**
Experimental Psychology

Prerequisites: PSY 121 and MAT 201

The application of major scientific research methods and strategies to psychology. Offered for four credits when taken with a laboratory. Offered annually.

PSY 325 **3 credits**

Developmental Psychology

Prerequisite: PSY 121

A survey of the major areas in human development with an equal emphasis placed on child, adolescent and adult development. Examines developmental changes over the course of development and the processes underlying these changes. All major areas are reviewed including biological, cognitive, language, personality, emotional, moral, social, and career development. Offered in alternate years.

PSY 327 **3 credits**

Abnormal Psychology

Prerequisite: PSY 121

A review of the historical and current scientific approaches to the study of abnormal behavior, emphasizing theories of causation, symptomatology and treatment. Offered annually.

PSY 329 **3 credits**

Directed Study: Readings or Research

Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue a particular aspect of psychology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

PSY 331 **3 credits**

Interviewing and Counseling Skills

Prerequisites: PSY 121 and junior standing

This course provides students with a basic framework of skills in the area of interpersonal communication for use in clinical settings and in a wide spectrum of human service settings. Offered in alternate years.

PSY 335 **3 credits**

Psychology of Women

Prerequisite: PSY 121

An analysis of the body of psychological literature that attempts to explain the

personality and behavior of women. Topics covered include employment concerns, victimization, biological factors and gender differences in personality development, interpersonal relationships and child-rearing practices. Offered as needed.

PSY 336 **3 credits**

Military Psychology

Prerequisite: PSY 121

This course provides a survey of the major areas in military psychology. Principal topics covered are: leadership training, persuasion and propaganda, human factors engineering, selection, classification and assignment, optimizing human performance under adverse conditions, ethnic diversity and gender issues, clinical and consulting activities and careers in military psychology. The course introduces the student to the application of psychological principles, theories and methods to the military environment. Offered as needed.

PSY 337 **3 credits**

Human Sexuality

Prerequisite: PSY 121

This course provides a survey of the major areas of human sexuality. Principal topics covered are sexual and reproductive anatomy, the sexual response, sexually transmitted diseases, pregnancy, birth control and childbirth, gender identity and gender roles, sexual development, sexual behaviors and attitudes, love and relationships, sexual dysfunctions, sexual disorders and sex therapy, sexual values, religion and sex, and communicating about sex. Offered in alternate years.

PSY 100-400 **1-3 credits**

Special Topics

Prerequisite: Permission of faculty member and division dean/center director

A variable content course in psychology that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as specific counseling theories, the aging process, or other special topics. Topic to be covered is announced in advance of registration. Offered as needed.

PSY 412 **3 credits**
Cognitive Psychology

Prerequisite: PSY 121 and junior standing

An examination of higher level thought processes including such topics as attention and perception, memory, language, reasoning, concept formation and problem solving. Theories of cognitive functions are examined with an emphasis on research findings and methodologies. Offered in alternate years.

PSY 422 **3 credits**
Psychology of Learning

Prerequisite: PSY 324

A study of the significant concepts and experimental methods of learning. Topics include past and current research and theory on classical and instrumental conditioning, extinction processes, schedules of reinforcement, generalization and discrimination, verbal learning and memory. Offered in alternate years.

PSY 423 **3 credits**
Educational Psychology

Prerequisite: PSY 121

Understanding of the applications of psychological principles to the educational process. Offered as needed.

PSY 425 **6 - 12 credits**
Internship in Psychology

Prerequisites: Senior standing in psychology, a minimum GPA in the major of 2.5; **PSY 331, PSY 327, PSY 427, and approval of the Psychology Internship Committee.**

Corequisite: PSY 426

Supervised internship placement giving students the opportunity to work in local agencies with individuals and groups for 16 hours (6 credits) or 32 hours (12 credits) per week for 12 weeks. Placements are available in mental health facilities, schools, rehabilitation centers, hospitals, and other human service agencies. Grading is pass/fail. Offered annually.

PSY 426 **3 credits**
Internship Seminar

Corequisite: PSY 425

Assists students in integrating and strengthening their various field experiences. Examines the application of psychological ideas and concepts to clinical practice through discussion, written assignments, readings, and case presentations. Assists students in identifying, clarifying, and developing specific professional goals. Offered annually.

PSY 427 **3 credits**
Personality Theory

Prerequisites: PSY 121 and junior standing

A review of the major historical and contemporary personality theories that attempt to explain and describe human behavior. Offered annually.

PSY 428/SWK 428 **3 credits**
Counseling Principles and Practices

Prerequisites: PSY 327, PSY 427, and PSY 331 or SWK 331

A study of counseling psychology from a theoretical and applied perspective. Topics include individual versus group counseling, counseling special populations, and counseling in various settings. Topics will be presented in both a didactic and experiential format. In addition, legal and ethical issues will also be addressed. Offered in alternate years.

PSY 429 **1-3 credits**
Advanced Directed Study and Research

Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of psychology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered annually.

PSY 431 **3 credits**

Childhood Disorders

Prerequisite: PSY 327

The study of the causes, symptoms and treatment of abnormal behaviors in childhood and adolescence. Emphasis on understanding disorders within a developmental framework. Offered in alternate years.

PSY 432 **3 credits**

Psychology of Motivation

Prerequisites: PSY 324 and junior standing

A review of the major theories that attempt to explain motivated behavior from a physiological, cognitive, social, environmental and/or learning point of view. Offered as needed.

PSY 433 **3 credits**

Sensation and Perception

Prerequisite: PSY 121

A study of sensory and perceptual phenomena, including all basic sensory systems and such topics as pain perceptions, illusions and hallucinations, sensory deprivation, color vision and color blindness, deafness, sensory-motor development and altered states of consciousness. Offered in alternate years.

PSY 496 **0 credits**

Psychology Area Concentration Achievement Test

Corequisite: PSY 499

Final comprehensive written examination for students majoring in psychology. Examination is administered in the PSY 499 Senior Seminar in Psychology course. Test fee. Offered annually.

PSY 499 **3 credits**

Senior Seminar in Psychology

Prerequisite: Senior standing in psychology with a minimum of six psychology courses including PSY 324

Corequisite: PSY 496

Designed as the capstone course in psychology. Students will undertake an in-depth, critical review of the literature on a

specific topic relevant to some aspect of psychology. Each student will present his paper orally and in written format, and participate orally in the analysis and discussion by peers. Offered annually.

Religion Course Descriptions

REL 110 **3 credits**

Catholicism

An introduction to basic Catholic beliefs and values and a study of the various ways Catholics have responded to challenges to religious faith posed by contemporary cultural developments. Offered annually.

REL 124 **3 credits**

Introduction to the Old Testament

A basic introduction to the literature and theology of the Jewish Scriptures. Offered annually.

REL 125 **3 credits**

Introduction to the New Testament

A basic introduction to the literature and theology of the New Testament, including exposure to critical methods such as form and redaction criticisms. Offered annually.

REL 131 **3 credits**

Introduction to Religion

An introduction to the principal issues involved in understanding the nature of religion and evaluating its relevance in today's world. Offered annually.

REL 141 **3 credits**

Introduction to Judaism

A study of Jewish theology, worship and history, including the impact of the state of Israel and the Holocaust on Jewish faith. Offered annually.

REL 220 **3 credits**

Christian Morality

A study of the principles of Christian morality. Offered every semester.

REL 222 3 credits
The Second Vatican Council and Beyond

A study of the documents of the Second Vatican Council and more recent developments in the life of the Catholic Church. Offered as needed.

REL 223 3 credits
Religions of the World I: Western Religions

A study of Western religions, including religions of non-literate societies and ancient religions, Judaism, Christianity and Islam. Offered annually.

REL 224 3 credits
Religions of the World II: Eastern Religions

A study of Eastern religions, including Hinduism, Buddhism, Confucianism, Taoism and the religions of Japan. Offered annually.

REL 320 3 credits
Foundations of Christian Faith

A study of the foundations of Christian faith, rooted in human nature, the cosmos, Christian revelation and Jesus. Offered in alternate years.

REL 325 3 credits
The Gospels of Matthew, Mark and Luke

A study of the three "synoptic" gospels: how the gospels were developed, how they relate to the historical Jesus and their theological significance. Offered through CDL.

REL 326 3 credits
The Gospel of John and Related Writings

John's gospel and epistles studied in detail, with particular emphasis on the theological content. Offered through CDL.

REL 327 3 credits
The Life and Writings of Paul

The life of Paul and a study of his writings. Problems of law and freedom, faith and works, the idea of the church, early Christian worship. Offered in alternate years.

REL 329 3 credits
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of theology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

REL 331 3 credits
Religion and Personal Experience

A study of the place of personal experience in the discovery of religious meaning. May use autobiographical accounts and investigate methods of enhancing consciousness and nurturing spiritual growth. Offered annually.

REL 333 3 credits
Survey of Christian Theology I

Christian theology from the time of Jesus to the Reformation. Offered in alternate years. Offered in alternate years.

REL 334 3 credits
Survey of Christian Theology II

Christian theology from the Reformation to the present. Offered in alternate years.

REL 335 3 credits
The Torah

Source, form and redaction criticism of the first five books of the Jewish Scriptures and an investigation of the place of the Torah in Israel's life. Offered through CDL.

REL 336 **3 credits**
Historical Books

A study of Joshua, Judges, Ruth, I and II Samuel, I and II Kings, I and II Chronicles, Ezra (Tobit and Judith optional). The Jewish view of history and how the Jews remembered the past for what it had to say to their present lives. Offered through CDL.

REL 337 **3 credits**
Prophetic Writings

A study of Isaiah, Jeremiah, Lamentations, Ezekiel, Daniel and the "Twelve" (Baruch I and II, Maccabees optional), and an investigation of the phenomenon of prophecy and its historical setting in Israel. Offered through CDL.

REL 338 **3 credits**
Poetry and Wisdom Literature

Job, Psalms, Proverbs, Ecclesiastes and the Song of Solomon (Wisdom of Solomon and Wisdom of Ben Sirach optional). A study of the literary qualities, individual experiences and institutional settings that created these writings. Offered through CDL.

REL 345 **3 credits**
Christian Social Ethics

An examination of Christian social teachings, particularly as they relate to institutionalized injustice and the concepts of liberty, peace and justice. Offered through CDL.

REL 351 **3 credits**
Theological Aspects of Marriage

A study of the biblical and theological foundations of the Christian view of marriage and sexuality and a consideration of contemporary issues in the light of Christian values. Offered through CDL.

REL 357 **3 credits**
Women in the Church

A study of the contributions of women to Christian life from the time of Christian origins to the present and an analysis of the current situation and problems of women in the Church. Offered as needed.

REL 364/PHI 364 **3 credits**
Studies in Jewish Thought

Selected topics in Jewish thought, with emphasis on problems, thinkers and movements. Offered through CDL.

REL 366/PHI 366 **3 credits**
Studies in Oriental Thought

Selected topics in Oriental thought, with emphasis on problems, thinkers and movements. Offered through CDL.

REL 100-400 **I-3 credits**
Special Topics

Prerequisite: Permission of faculty member and division dean/center director

A variable content course in religion that is designed for a special class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

REL 424 **3 credits**
Death and the Meaning of Life

People's awareness of their mortality and how it affects their life and culture. Sources of courage in the face of death are considered. Offered annually.

REL 429 **I-3 credits**
Advanced Directed Study and Research

Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of theology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

REL 431 3 credits
Liturgy

A study of Christian worship and sacramental theology. Offered as needed.

REL 432 3 credits
Christian Spirituality

Christian perspectives on spirituality and its place in contemporary life. May include an emphasis on particular traditions (such as the Benedictine) and practical instruction. Offered as needed.

Social Science
Course Descriptions

SSC 222 3 credits
Social Problems

An introduction to such contemporary social problems as poverty, unemployment, energy, pollution, sexual deviance, delinquency, drugs and alcohol. Emphasis will be placed on underlying causes and on pointing the way to solutions. Offered spring semester.

SSC/SWK 320 3 credits
Methods of Social Research
Prerequisite: MAT 201

An analysis of research methods in social science; training in techniques and materials of research; and the conducting of social research projects. Offered fall semester.

SSC 322 3 credits
Race and Ethnicity in American Culture
Prerequisite: SOC 121

An analysis of the historical development of the principal racial and ethnic groups in American society, with emphasis on the minorities, such as Blacks, Mexican-Americans, Puerto Ricans, Orientals, American Indians. Offered fall semester.

SSC 324 3 credits
Marriage and the Family

An interdisciplinary, historical, and cross-cultural study of marriage and the family with major emphasis given to an examination of public policy issues regarding American family life. Offered spring semester.

SSC 327 3 credits
Applied Anthropology

An introduction to cultural anthropology and an application of anthropological principles, data, and concepts, combined with the cross-cultural perspective, to a disciplined examination of other cultures and American culture and its social problems. The course emphasizes that knowledge gained from an understanding of other cultures can contribute to the solution of those societal problems. Also, emphasis is placed on learning to appreciate cultural diversity. Offered spring semester in odd years.

SSC 328 3 credits
Drugs, Society and Human Behavior
Prerequisites: BIO 121 or PSY 121

An interdisciplinary approach will be taken in analyzing the biological, psychological and social forces that influence the use of psychoactive substances (both legal and illegal), as well as in studying the effects that use of these substances have on human nervous systems, behaviors and society. Offered spring semester.

SSC 331 3 credits
Social Policy and Social Change
Prerequisite: SOC 121

An examination of the forces of social change, issues of social policy, and the dynamic manner in which they interact and influence each other. Special emphasis is placed on helping students understand how they can become agents of change. Offered fall semester in even years.

SSC 332 **3 credits**
Social Interaction in Everyday Life

A survey of research about human interaction in interpersonal, work, and family situations. It investigates how humans interact with others and the analyses of responses. Offered fall semester in odd years.

SSC 335 **3 credits**
Women in American Society

An examination of the changing roles of men and women in American society from both a historical and a contemporary perspective. Offered spring semester in even years.

SSC 100-400 **1-3 credits**
Special Topics

Prerequisite: Permission of faculty member and division dean/center director

A variable content course in social science that is designed for a specific class level: freshman (100) through senior (400). Topic to be covered is announced in advance of registration. Offered as needed.

Sociology Course Descriptions

SOC 121 **3 credits**
Introduction to Sociology

A survey of the major issues and ideas in sociology, including basic concepts and theories, as well as an examination of major social institutions, the dynamics and processes of social interaction and the structure and organization of social groups. Offered fall semester.

SOC 323 **3 credits**
Sociological Theory

Prerequisite: SOC 121

This course is designed to provide an analysis of the fundamental principles and concepts underlying social theory. Attention will be given to an evaluation of major sociological theories, both classical and

contemporary. It is also designed to provide students an arena in which to learn and practice the skills of theoretical critique, construction, and how theory can be useful in application and intervention. Offered fall semester in odd years.

SOC 329 **3 credits**
Directed Study: Readings or Research

Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of sociology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

SOC 341 **3 credits**
Applied Sociology

A comprehensive overview of the variety of ways in which the theories, knowledge, and methods of sociology can be applied to facilitate social change, with an emphasis on the applied research perspective. Offered spring semester in even years.

SOC 100-400 **1-3 credits**
Special Topics

Prerequisite: Permission of faculty member and division dean/center director

A variable content course in sociology that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the American Indian or other special topics. Topic to be covered is announced in advance of registration. Offered as needed.

SOC 429 **1-3 credits**
Advanced Directed Study and Research

Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of sociology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue

independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

Speech Course Descriptions

SPH 221 **3 credits** **Fundamentals of Speech**

Study of the fundamental principles of public speaking, including practice in the preparation and delivery of extemporaneous speeches.

SPH 329 **3 credits** **Directed Study: Readings or Research**

Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of speech that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

SPH 331 **3 credits** **Discussion and Debate**

The study and application of reasoning and evidence as used in public deliberation.

SPH 100-400 **1-3 credits** **Special Topics**

Prerequisite: Permission of faculty member and division dean

A variable content course in speech that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

SPH 429 **1-3 credits** **Advanced Directed Study and Research**

Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of speech that is not covered in regular course offerings. This enrichment option is

limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

Military Science Course Descriptions

Students not attending on an Army Scholarship may take the 100 and 200 level courses with no obligation to the Army. Army Scholarships and Services obligation options are discussed in class.

MSE 101 **1 credit** **Organization of the Army and ROTC**

Introduction, purpose, and obligation to the Army and the Reserve Officers Training Corps. Introduction to military customs and traditions; rank structure and the role of an Army officer.

MSE 102 **1 credit** **Fundamentals of Leadership Development**

Basic leadership techniques and principles, professional ethics, senior-subordinate relationships, leadership problems, basic counseling, and management techniques.

MSE 201 **1 credit** **Military Training Management and Instructional Techniques**

Develops an understanding of the fundamental concepts involved with methods of instruction, training management and curriculum development in the military. Actual student preparation and presentation of instruction will be an integral part of the course.

MSE 202 **1 credit**
Leadership Assessment

Course will include an introduction to interpersonal skills required for effective leadership and diagnostic leadership assessment exercises. Topics will also include immediate first aid and injury prevention.

Leadership Laboratory **0 credits**

Consists of two blocks of instruction per week and directly supports classroom instruction. Centered around hands-on experience which develops the student's potential. Includes instruction on drill and ceremonies; custom and courtesies, tactics, weapons and other related subjects.

MSE 321 **3 credits**
Small Unit Operations

Prerequisite: Permission of Department

Provides training required by junior officers to direct and coordinate individuals and small units in the execution of offensive and defensive tactical missions. Also provides exposure to military weapons and communications systems found at this level.

MSE 322 **3 credits**
Leadership Fundamentals-Tactics and Camp Preparation

Prerequisite: Permission of Department

Improves cadet proficiency in those military subjects necessary to meet minimum standards of technical competence and self-confidence required of a junior officer in the U.S. Army. Prepares cadets for participation at Advanced Camp. Major emphasis during course is placed on physical training and field training exercises.

MSE 421 **3 credits**
Seminar in Military Leadership & Management

Prerequisite: Permission of Department

Provides a basic understanding of the professional soldier's responsibilities to the Army and the nation. Attempts to improve ethical decision-making skills through an examination of the need for ethical conduct, greater awareness and sensitivity to ethical issues, and the opportunity to apply these abilities in real world situations. Included are seminars to acquaint the new lieutenant with his/her relationship to NCOs, company grade officers, and senior officers.

MSE 422 **2 credits**
Army as a Profession

Prerequisite: Permission of Department

Designed to prepare cadets for duty as commissioned officers. Instruction centers around proficiency/familiarization with the military justice system, military administration, the Officer Professional Management System, international laws of war, and principles of management/leadership.

MSE 429 **1-3 credits**
Advanced Directed Study and Research

Prerequisite: Permission of Professor of Military Science and Division Dean

Intensive individual study in a particular aspect of military science that is not covered in regular course offerings. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit.

Center for Distance Learning

As part of our mission to serve the educational needs of all our students, Saint Leo College offers degree programs at fifteen sites for adult learners. Students enroll at centers close to where they live and work to complete degrees in a timely and convenient fashion.

Saint Leo College currently offers programs at non-military distance learning sites which include the Campus Center in Saint Leo, Florida, and the North Florida Center with offices in Gainesville, Palatka, Lake City, Saint Augustine, Orange Park, Florida and the Ocala Center in Ocala, Florida.

Programs offered at the Saint Leo Florida Campus Center

Weekend Program

This is a time-intensive scheduling of regular credit courses offered in four hour sessions on Saturdays and Sundays. Classes meet every other weekend and out-of-class assignments are an integral part of the Weekend Program.

There are three terms per year: fall, spring and summer. It is possible for students to take up to 12 semester hours on weekends by attending classes on both Saturdays and Sundays.

Evening Program

The Evening Program typically offers college level courses scheduled to meet in the evenings, usually after five. Many students use the Evening Program to begin their degree. A unique feature of the Evening Program is its ability to offer courses and term dates which accommodate the time constraints of most working adults. The Evening Program is both a popular and effective way for nurses, police officers, and others to take required courses at locations near their places of employment.

Weekend Conferences

A Weekend Conference is conducted like many professional conferences. The Weekend Conference meets for eight hours a day. Typically, the Conference convenes four Saturdays with breaks of two or more weeks between meetings. Preconference and out-of-class assignments are part of the Weekend Conference format.

Conferences are held at various locations and times so that a student taking classes in one course delivery format might also be able to attend a conference. Senior seminars which are now in conference format also serve as capstone courses in some degree programs. Specific details are published and distributed to students through the course schedule three times a year.

Teacher Recertification

Teacher recertification courses are offered to Florida elementary and secondary teachers through the Campus Center in coordination with the College's Division of Professional Studies. Appropriate courses are scheduled at a number of sites around the state. Teacher recertification courses are typically conducted as workshops meeting eight hours per day for one week. These workshops are usually offered during the summer months.

Programs offered at other Non-Military Centers

Articulation Agreements

Another way that Saint Leo College has made its academic programs accessible to adult students is through articulation agreements with community colleges. These cooperative agreements provide opportunities for students to work toward and obtain baccalaureate degrees at distance education centers. Articulation agreements currently exist with Central Florida Community College,

Daytona Beach Community College, Florida Keys Community College, Hillsborough Community College, Lake City Community College, Lake-Sumter Community College, Pasco Hernando Community College, Saint Johns River Community College, Santa Fe Community College, and Seminole Community College.

Policies Common to the Non-Military Distance Learning Centers

Tuition and Fees

| | |
|--|-------|
| Tuition (per credit hour) | \$131 |
| Application/Evaluation Fee | \$35 |
| International Student Application/Evaluation Fee | \$60 |
| International Student Credit Translation Fee | \$100 |
| Program Outline Fee (for each change of major or catalog year) | \$20 |
| Graduation Fee - A.A. | \$25 |
| Graduation Fee - B.A., B.S. | \$100 |
| Replacement Diploma | \$25 |
| Official Transcript Fee | \$5 |
| Next Day Air Fee | \$15 |

Other course fees may be charged based on center facilities. Students should consult the course schedule published each term.

The bachelor degrees graduation fee includes participation in commencement exercises as designated by your center.

*Associate degree graduates do not participate in commencement exercises on the home campus but do receive degrees in regional commencement exercises.

Method of Payment

All students must pay their tuition and fees in full at the time of registration. The following payment methods may be used:

1. Payment by the student. Checks or credit cards are accepted.
2. Financial aid grants or loans administered by Saint Leo College.

3. Financial assistance from an outside third party source. To receive credit for this form of aid, students must present written documentation at the time of registration of the amount of the award and the manner in which it is to be paid.
4. Students may also use the Saint Leo College deferred payment plan. Usually one-third of tuition and fees is due at registration; one-third is due by mid-semester; and the final one-third is due by the end of the semester. All tuition and fees for the semester must be paid in full before registration for the next semester will be accepted.

Past due balances may be charged a late fee.

Centers Located on Military Installations

Program Mission

Saint Leo College's mission historically has included an interest in extending education to individuals who may not have opportunities to pursue degree programs in residence on a campus. As an integral part of this tradition, the College has recognized and supported the role of higher education within the American military community since the establishment of the Saint Leo College Military Education Program in 1974. The mission of the program is to provide opportunities to earn associate and baccalaureate degrees to adults working within and near selected military installations in the southeastern United States. Since adult students in a military setting must coordinate academic pursuits with job commitments and family responsibilities, the College emphasizes the provision of accessible academic and administrative support services for students pursuing degrees at centers. The program maintains an orientation toward classroom delivery of courses and personal service to

students. Support services and program characteristics include:

- 1. Professionally staffed centers;
- 2. Emphasis on complete degree programs;
- 3. Individualized, goal-directed educational counseling;
- 4. Clear and concise degree program outlines;
- 5. Flexible and reliable scheduling;

The military centers offer five terms per year, generally eight or nine weeks long. Because of the accelerated nature of the term, a student course load of six semester hours is classified as full-time attendance and three semester hours is half-time attendance. Students requesting overloads must submit a written request to the center director.

Saint Leo College currently offers programs at military sites which include the Hurlburt Field/Eglin AFB, NAS Key West, MacDill AFB, and Mayport Naval Station (operating under the North Florida Center) centers in Florida, the Atlanta Center at Fort McPherson and the Savannah Center at Fort Stewart and Hunter AAF in Georgia, the Shaw Center in South Carolina, the Naval Station Ingleside Center in Texas, the Fort Eustis, Fort Lee, Langley AFB Centers, and the Navy Center South Hampton Roads in Virginia.

Servicemembers Opportunity College

As a member of the institutional network of Servicemembers Opportunity Colleges (SOC), Saint Leo College participates in the SOCAD-2 and the SOCAD-4 (Army) networks, as well as the SOCNAV-2 and SOCNAV-4 (Navy) networks. The College supports the SOC statement of principles and criteria as a framework for policies that are fair, equitable, and effective in recognizing the special and often limiting conditions faced by military students. SOC Agreements are prepared at the time of the transfer evaluation for all active duty Army, Navy, and Marine Corps members applying for SOC-network majors. Military family members may request

agreements for SOC-network majors through their center or at the division office for campus students.

Policies Common to Centers on Military Installations

Tuition and Fees

| | |
|--|------|
| Tuition (per semester hour) | \$99 |
| Admission/Evaluation Fee (non-refundable) (includes Formal Evaluation and Program Outline) | \$35 |
| Program Outline Fee (for each additional outline) | \$20 |
| Graduation Fee (A.A. or B.A.) | \$25 |
| Transcripts (per copy) | \$5 |
| Next Day Air Fee | \$15 |

Other course fees may be charged based on center facilities. Students should consult the course schedule published each term.

Note: Saint Leo College centers generally hold formal graduation ceremonies at the military installation once a year. Some centers in close proximity hold combined ceremonies. Students may gain information and register to participate in local graduations at the center.

Methods of Payment

All students must pay their tuition and fees in full at the time of registration. The following payment methods may be used:

- 1. Payment by the student. Checks or credit cards are accepted.
- 2. Financial aid grants or loans administered by Saint Leo College.
- 3. Financial assistance from an outside third party source. To receive credit for this form of aid, students must present written documentation at the time of registration of the amount of the award and the manner in which it is to be paid.
- 4. Deferred payment agreements may be available under certain circumstances.

Past due balances may be charged a late fee.

Internet Based Instruction

The development of new technologies has enabled Saint Leo College's Center for Distance Learning to continue its pioneering efforts to educate adult learners. Working in partnership with Bisk Totaltape, one of the nation's largest programs in continuing professional education, Saint Leo College has developed degree completion programs for working adults. Through this option, adult learners can earn B.A. or B.S. degrees in accounting, business administration or computer information systems.

This distance learning program is computer (Internet and CD ROM) and video based offering students the opportunity to earn degrees on line. Faculty in this program are drawn from the campus and our other distance learning centers. Students learn through work with faculty and with other students in personalized cyber-forums that promote individualized instruction. Through online bulletin boards and class centered chat rooms, students also work in groups to solve academic problems.

To enroll in this program, students should call 1-888-622-7344 or contact the program through www.universityalliance.com.

Policies Common to all Centers

Admission and Matriculation Requirements

Programs offered through the Center for Distance Learning do not require SAT or ACT scores. Enrollment at specific centers may be limited by the military, Veterans Administration, or state approving agency regulations. Subject to local restrictions, individuals who may enroll in the College through the military centers include: active and retired military personnel; veterans separated from service; military dependents; civilian employees of the military installation; and other civilians residing in the locale.

Saint Leo College is committed to policies which assure that there is no discrimination

on the basis of age, sex, race, color, creed, religion, national origin, or disability. The College prohibits discrimination on the basis of disability in admission or access to its educational programs and associated activities. Appropriate auxiliary aids and services to accommodate the needs of individuals with disabilities are coordinated through the center director and the College's Compliance Officer for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students with disabilities who require accommodations should contact their center director. Students seeking accommodations are responsible for providing the College with documentation of their disabilities.

The College will not admit applicants to the military centers who are foreign nationals. Only United States citizens and permanent residents may be admitted to military centers. Foreign nationals may apply for admission to civilian centers and must meet with an admissions advisor for information regarding immigration and admission requirements.

Admission Procedure

Individuals interested in applying for degree-seeking status should inquire at the local Saint Leo College center office. A qualified applicant is considered to be matriculated (classified as degree-seeking) when the following materials are submitted:

1. Completed application form;
2. Application Fee (non-refundable);
3. Documentation of high school or GED completion. For transfer students this may be documented by the transcript of the previously attended college;
4. Official transcripts from all previously attended colleges/universities;
5. Documentation to support the granting of college credit from such sources as: CLEP, DANTES, GED college level examinations, USAFI examinations, or advance placement examinations.
6. Documentation for evaluation of non-traditional transfer credit (include

military training on an AARTS transcript or a validated DD Form 295);

7. Other relevant documentation as needed (veterans/retirees should include a DD Form 214 and DD 2586).
8. For Elementary Education majors: Achievement of current State of Florida requirements.
9. Licensure documentation to support the granting of college credit for some occupational courses. College credit is available to registered nurses upon presentation of a nursing license and nursing school transcript; members of the armed services upon presentation of proof of service; and to police officers who have completed course work in the FBI National Academy, police institute and certified polygraph schools. Verification of course work is obligatory in order to obtain credit. Non-traditional sources of credit have specific limits.

Saint Leo College students matriculated through the campus program rather than the Center for Distance Learning must contact their academic advisor prior to enrolling in courses at a Center for Distance Learning center.

Registration, Drop/Add, Refund, and Withdrawal Policies

Each center publishes a schedule specifying course offerings, locations, and regulations and time periods of registration. Students should register for selected courses at the center with the exception of locations offering multi-site registration. Consult the local center for details.

The drop/add period for changing course registrations is generally the first week of the term. Refunds of tuition and fees are described in the Financial Information section of this catalog.

Students who find it necessary to withdraw from any courses must contact the center office to obtain honorable

academic withdrawal with a grade of "W." Failure to properly withdraw will result in a grade of "F." Deadlines for withdrawal from courses are reflected on the published schedule. Course withdrawal does not cancel any student indebtedness to the College.

Saint Leo College reserves the right to cancel the registration of any student who fails to conform to the rules and regulations of the College.

Financial Responsibility

In order to register for courses, students must ensure that all charges from a previous semester have been paid. No transcripts, certificates of attendance, or certain other official documents will be released if a student has financial indebtedness of any kind to Saint Leo College.

Disciplinary Standards and Codes

The members of the Saint Leo College community understand that the learning that takes place through classroom instruction, social functions, religious activities and other interpersonal relationships is the primary concern of the College.

The College does not outline in detail either its requirements or its prohibitions. Students are met on a level of mutual regard and trust. Nevertheless, students may be suspended from the College if they are judged to be disruptive or at odds with normal standards of good citizenship. A student whose conduct on or off campus is damaging to the special interests of the College may expect disciplinary action. Saint Leo College maintains the right to dismiss or suspend any student for reasons that the administration deems to be in the best interest of the College. Center directors are authorized to act as agents of the College in disciplinary matters.

Student Financial Assistance

Financial Aid for Students in the Distance Learning Program

The Application Process

To apply for financial aid, students must be degree seeking with Saint Leo College and adhere to the following procedure.

1. Students should obtain a financial aid packet at their resident center and fill out both the Saint Leo College Financial Aid Application and the Free Application for Federal Student Aid (FAFSA) for each year that aid is requested (unless a Renewal FAFSA is submitted).

Renewal FAFSAs: If students applied for financial aid during the 1997-98 award year, they will receive a Renewal Free Application for Federal Student Aid from the federal government. Students must review the form, make any changes needed, and forward it to the Financial Aid Office at Saint Leo College. If a Renewal FAFSA is not received, a FAFSA will need to be completed for that academic year. Students do not need to submit both forms.

Financial Aid Transcripts: By federal law, the Financial Aid Office must have a financial aid transcript from each institution the student attended - **regardless of whether the student applied for or received financial aid from that institution.** The Financial Aid Office will request the transcript(s) information automatically from the federal government.

2. Students must send all completed financial aid applications and forms directly to:

Financial Aid Office - Centers MC2228
Saint Leo College
Post Office Box 6665
Saint Leo, Florida 33574-6665

Applications must be accurate and

complete, or they will be returned. Returned documents will slow the application process.

3. Florida students should fill out the Florida Resident Access Grant (FRAG) application. One application is required for each academic year. In addition, Florida students wishing to be considered for the Florida Student Assistance Grant (FSAG) should make sure that they have filed their FAFSA (or Renewal FAFSA) by May 1. Processed FAFSA information must be received by the Florida Department of Education by May 15 in order to be eligible for the FSAG.
4. All applications are reviewed and verified before a student is awarded aid. If more information is required by the Financial Aid Office, a letter requesting the additional information will be sent to the student. Once the file is complete and all information has been verified, an award letter will be mailed to the student.
5. Federal Stafford loans are generally available to most students. The financial aid award letter will list the type and amount of loan eligibility a student may have. **Please remember that a separate loan application must be submitted if a student wishes to receive the Stafford loan.** Loan applications are available at each resident center. Using the award letter to fill in the amount requested, the student will forward the completed loan application and entrance interview form (for first time borrowers at Saint Leo College) to the Financial Aid Office. First time loan borrowers are also required to watch an entrance interview video at the resident center.
6. Any questions regarding the application process should be directed to the Financial Aid Office at 1-800-240-7670. Other information regarding financial aid eligibility can be found directly on applications and publications from the Financial Aid Office, or on the financial aid section of the Saint Leo College web page at "www.saintleo.edu".

Deadlines and Time Frames Regarding Aid

Federal Aid. Students should apply for federal financial aid as soon as the applications become available (usually in January for the upcoming fall term). Because it may take 5-9 weeks for the application/review process to be completed, the earlier the student files the quicker aid becomes available.

The suggested filing dates to apply for federal financial aid are as follows:

| | |
|--------------------|------------------|
| August 1998 term: | June 1, 1998 |
| October 1998 term: | August 1, 1998 |
| January 1999 term: | November 1, 1998 |
| March 1999 term: | January 1, 1999 |
| May 1999 term: | March 1, 1999 |

Please Note: These dates are guidelines to be used for academic planning purposes. All financial aid documents should be submitted by the deadline dates listed above for the corresponding term for which the student will be requesting financial aid.

Florida State Aid. The deadline for applying for the Florida Student Assistance Grant (FSAG) is May 15. Please note that the May 15 deadline is when the State of Florida must have a student's processed information. As it usually takes at least 2 weeks for the federal government to process an application, a student should submit their FAFSA for processing by at least May 1. The deadline for applying for the Florida Resident Access Grant (FRAG) is September 15 for the academic year, or if only applying for the spring semester/term, January 20.

Disbursement of Financial Aid. Financial aid is disbursed to a student's account generally within 4 weeks from the start of classes. In the military centers, some aid may be delayed until after the start of the second term in each semester. This is due to the fact that the enrollment from both terms (Fall 1&2 and/or Spring 1&2) must be reviewed to determine eligibility for some types of aid.

Types of Aid Available

Federal Pell Grant. All students must apply for this grant before being considered for any other need-based type of assistance. The FAFSA (or Renewal FAFSA) is the application form used. This is a need-based grant that does not have to be repaid.

Florida Student Assistance Grant (FSAG). The Florida Student Assistance Grant (FSAG) is a need based grant available to residents of Florida who are enrolled full-time at Saint Leo College. This grant is awarded one year at a time, but is renewable for up to a total of nine semesters, or until receipt of a bachelor's degree, whichever comes first. The period of eligibility cannot exceed six consecutive years. The amount of the grant generally ranges from \$200 to \$1000 per year. The FSAG award cannot exceed the student's financial need when combined with other financial aid. Any FSAG listed on the award letter may be adjusted at any time based on State of Florida funding. Saint Leo College cannot replace any shortfall should an adjustment in FSAG occur.

Application is made through the Free Application for Federal Student Aid (FAFSA). The Florida Department of Education must receive the processed FAFSA information by May 15 of each year in order for a student to be eligible for the FSAG.

Florida Resident Access Grant (FRAG). The Florida Resident Access Grant (FRAG) is a tuition and fee-restricted state entitlement program which provides funds to Florida residents attending Saint Leo College on a full-time basis, regardless of need. The program is open to undergraduate students who have lived in Florida on a permanent basis for purposes other than education one year prior to the first day of classes for the academic term/semester for which the award is made. Dependent students' parents must fit this definition. This award may be received for a maximum of nine semesters. The amount of the FRAG is determined annually by the Florida Department of Education. Any FRAG listed on the award letter may be adjusted at

any time based on State of Florida funding. Saint Leo College cannot replace any shortfall should an adjustment in FRAG occur. The maximum amount of FRAG funds available per student is generally between \$1400 - \$1800 per academic year.

To apply, students must complete the Saint Leo College Financial Aid Application and the FRAG application and return them directly to the Financial Aid Office. All applications must be received prior to September 15, for the fall semester/terms, or prior to January 15, if submitting for the spring semester/terms only.

Other State of Florida Aid. Other possible Florida aid includes the Florida Teacher Scholarship Loan, the Florida Fund for Minority Teachers, the Chappie James Most Promising Teacher Scholarship, and the Florida Bright Futures Scholarship which includes Florida Academic Scholars Award, Florida Merit Scholarship, and Vocational Gold Seal Scholarship. Students may contact their financial aid advisor for more information about these types of aid.

Federal Student Loans. Students may obtain these loan applications at the resident centers. Loan applications should be completed and filed with the Financial Aid Office once a student has received their award letter listing the amount of eligibility a student has in the loan programs.

Federal Subsidized Stafford Loan.

These loans are based on financial need which is determined by a federal formula. A loan is "subsidized" when the government pays the interest on the loan during the following periods:

- While the student is enrolled in school at least half-time;
- During the six month grace period after the student stops attending school at least half-time; or
- During periods of authorized deferment.

Federal Unsubsidized Stafford Loan.

These loans are not based on financial need and are not subsidized. Students are responsible for all interest which accrues during in-school, grace, and deferment periods. Students may choose to make interest payments while

in school or defer (and accumulate) the interest until repayment.

Federal Parents Loan for Undergraduate Students (PLUS). This loan may be obtained by parents of undergraduate dependent students. Additional information regarding this loan program may be obtained by contacting the Financial Aid Office.

Other Aid

Vocational Rehabilitation. Each state has a program for persons with disabilities. Applicants should contact their respective state's department of vocational rehabilitation for more information.

Veterans Benefits. Saint Leo College is generally approved for veterans training benefits, however please check with your SLC center regarding your particular program. Students who want to inquire about eligibility for these benefits, as well as Veterans Administration rules and regulations, may do so by contacting their local Veterans Administration. Additional information may be obtained from the centers.

Alumni Association Scholarship Fund.

Income from this fund will be awarded to one main campus student and one distance learning center student who meet the following criteria: have a 3.0 overall GPA, be of junior standing at the time of application and eligible to register as a senior in the next Fall semester/term, have not been on academic, conduct or disciplinary probation for the last three semesters/six terms, have exhibited extraordinary interest in the Saint Leo community, and also submit the required application form, personal statement and recommendation letters.

Apply to:

Director
Alumni & Parent Relations - MC2244
Saint Leo College
P.O. Box 6665
Saint Leo, FL 33574-6665

Dr. Jack Callan Scholarship Fund.

Awarded to the spouse of an active duty enlisted serviceperson at the Navy Center

South Hampton Roads campus. Must have junior standing, a minimum GPA of 3.0, and have completed a minimum of 9 semester hours at Saint Leo College. Apply to Director, NCSHR.

Father George Paulson Religious Scholarship Fund. Awarded to the most deserving student majoring in Religion at the Navy Center South Hampton Roads campus. Must be a junior in good standing and have a GPA of 3.0 or higher. Apply to Director, NCSHR.

Nathan Alschuler Memorial Scholarship Fund. Income from this fund will be used to assist deserving active duty military students currently enrolled in the military centers who demonstrate unmet financial need. Students should apply through the center they attend.

Standards of Academic Progress for Financial Aid

Federal Aid. Federal Law requires that students must meet Standards of Academic Progress in order to remain eligible for federal student aid.

Definition. Two criteria apply in meeting Financial Aid Standards of Academic Progress:

1. The number of hours that a student attempts and completes.
 - A. Full-time students must successfully complete 24 credits in one academic year.
 - B. Less-than-full-time students must successfully complete all classes attempted in one academic year.
2. The minimum cumulative grade point average required for aid is 2.0.

Semester makeup term. Students who do not meet the Standards of Academic Progress during the regular academic year (Fall and Spring) may use the summer term/semester of that academic year as a makeup term. The total number of hours attempted but not earned during the academic year must be successfully completed during the summer term / semester in order to be eligible for aid the following year.

Freshman Forgiveness Policy. First time college students (entering Saint Leo College with fewer than twelve credit hours) will not be reviewed for Standards of Academic Progress until the end of the second academic year at Saint Leo College.

WE Grades. Students receiving Withdrawn Excused (WE) grades - due to extended temporary duty assignment of active duty students attending the military centers - who are receiving federal financial aid will be charged tuition and paid financial aid for the class(es) during the term the student is assigned a WE. When the student does reenroll for classes and a tuition waiver is given for the WE courses, financial aid will not be applied toward that WE class or classes taken within that term.

Standards of Academic Progress (S.O.A.P.) Review. All grades are reviewed after the Spring grades are posted. Students who fail to make Standards of Academic Progress during the academic year and consequently meet the standards during the summer term/semester of that academic year, or during the following year, may appeal for reinstatement of financial aid eligibility by writing to the Financial Aid Office.

Standards of Academic Progress for State of Florida Aid. All students must meet Saint Leo College Standards of Academic Progress each year in order to continue to receive financial aid. The State of Florida's academic progress standards are slightly different than those of the Federal government. For Florida aid, the following standards must be met:

1. Students must maintain a cumulative grade point average (CGPA) of 2.0, and
2. Students must have successfully earned 24 credit hours in the previous academic year, or, if only attending and applying for aid for one semester (Fall or Spring), have earned 12 credit hours in the semester of the previous academic year.

Standards of Academic Progress are reviewed at the end of the Spring semester. Students are allowed one academic year as a "probationary" year for a cumulative grade

point average of less than 2.0. Hours attempted but not earned do not fall under a probationary status.

Summer terms for the current academic year cannot be counted toward the total number of credit hours needed to meet Standards of Academic Progress. Any hours attempted and earned in summer term/semester of the prior year may be counted toward the current year's Standards of Academic Progress. An example for the 1998-99 year follows:

| | 1996-97 Summer | 1997-98 Fall | 1997-98 Spring |
|-----------------|-------------------|-----------------|-------------------|
| Hours attempted | 3 | 12 | 12 |
| Hours earned | 3 | 9 | 12 |

In this case, the total number of hours earned is equal to 24. The State of Florida uses the current Fall and/or Spring semesters plus the summer term of the previous year. The total number of credit hours earned (including the hours earned in the previous summer) must be a minimum of 24 credit hours for the Fall and Spring. If the student only attended one semester, either Fall or Spring, the student must have earned a minimum of 12 credit hours in the current year. Assuming that in 1997-98, the cumulative grade point average was a minimum of 2.0 by the end of the Spring semester, the student would meet the Standards of Academic Progress.

Rules and Regulations

Saint Leo College participates in state and federal student financial aid programs. Financial aid is awarded to degree seeking undergraduate students regardless of gender, race, age, national origin, religious affiliations, disability, marital status or parental status. Federal programs require that the recipients be United States citizens or permanent residents of the United States.

Financial aid is allocated on the basis of

need, good moral character and academic promise and progress. Financial need is the difference between the amount of money a student and family can provide for an education and the cost of that education. Financial need is relative to college costs and family financial strength. A student who shows need at one college may not show need at another.

Financial need is determined by the federal government on the basis of the financial information provided on the Free Application for Federal Student Aid (FAFSA). This and other required forms are available at the resident centers. Students involved in disciplinary measures or who do not meet academic progress requirements may jeopardize their eligibility for financial aid.

Since financial conditions and requirements vary from year to year, new financial aid applications must be submitted for each academic year aid is requested. Financial aid awards are not transferrable from year to year, or from college to college. Students must re-apply for aid to the college they are transferring to. Students can only receive aid at one institution per term/semester.

Other rules and regulations that apply are listed in the following sources:

- The Free Application for Federal Student Aid (FAFSA);
- The Saint Leo College Student Guide;
- The Student Guide ("Financial Aid: from the U.S. Department of Education") Not all aid listed in that brochure is available to CDL students.

Basic Eligibility Requirements

In order to receive aid, the following conditions must be met:

1. The student has financial need as defined by federal standards.
2. The student is admitted as a degree seeking student (prior to receiving an award letter - see the center academic advisor about the necessary requirements).

3. The student is not in default of Title IV loans or owe a refund on federal grants.
4. Once enrolled, the student continues to meet the Standards of Academic Progress for financial aid. Each student's academic record is reviewed at the end of the spring semester.
5. The student is required to provide all documentation that is requested by the Financial Aid Office.
6. The student meets all requirements as listed on the Free Application for Federal Student Aid (FAFSA) must be met.
7. Students are required to submit applications for aid each year for which aid is desired.

Special Circumstances: If students or their families have special or unusual circumstances, such as tuition expenses at a private elementary or secondary school, medical or dental expenses not covered by insurance, a family member who recently became unemployed, or changes in income or assets that affect their eligibility for financial aid, students should complete the FAFSA (or the renewal form) and then check with the Office of Financial Aid for required documents.

General Information

Withdrawals. In the event a student receiving financial aid shall withdraw or not return for the following enrollment period and a refund is due under the College's refund policy, the refund will be distributed among the various aid sources in accordance with federal regulations. First time students at the college receiving federal Title IV aid who withdraw before the 60% point of the enrollment period, will receive a prorata refund as defined by the federal government. For more details, see the Financial Information section of this catalog.

Types of Enrollment. For students attending the non-military program, the standard semester is 15 weeks. Aid for the student is disbursed twice, once for the fall semester and once for the spring semester.

For federal aid programs, if a student has not used the full-time allotment of aid during the fall & spring semesters, he/she may have eligibility for federal aid for the summer term.

For students attending the military program, the regular term is approximately 9 weeks. The two terms in the Fall (Fall 1 & 2) make up the Fall semester. The two terms in the Spring (Spring 1 & 2) make up the Spring semester. For federal aid programs, if a student has not used the full-time allotment of aid during the fall & spring semesters, he/she may have eligibility for federal aid for the summer term.

Audit Courses. These courses are not covered by any type of financial aid.

Mini-Session Courses. Eligibility for aid when enrolled in these courses may be less than in regular courses. Please contact the Financial Aid Office for more details.

Refunds. Refunds due students who have credit balances in their tuition account will automatically be issued within 14 days if the student has not elected to have these funds retained in their account. Questions regarding refunds should be addressed to the Office of Accounting and Finance (Bursar's Office).

Center for Distance Learning Academic Programs

Florida

Campus Center/

Weekend College Programs:

*Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with
the following majors:*

Accounting

Business Administration with
specialization in:

Accounting

Computer Information Systems

Health Services Management
Management

Criminology

Human Services with specialization in:

Social Services

Psychology
Public Administration
Religion

*Bachelor of Science Degree with
the following major:*

Health Care Administration

Hurlburt Field/Eglin AFB Programs:

Associate of Arts Degree in Liberal Arts

*Bachelor of Arts Degree with the
following majors:*

Human Resources Administration

Psychology

NAS Key West Programs:

Associate of Arts Degree in Liberal Arts

*Bachelor of Arts Degree with the
following majors:*

Business Administration with
specialization in:

Management

Technology Management

Computer Information Systems

Criminology

Human Resources Administration

Human Services with specialization in:

Human Behavior

MacDill AFB Programs:

Associate of Arts Degree in Liberal Arts

*Bachelor of Arts Degree with
the following major:*

Business Administration with
specialization in:

Accounting

Computer Information Systems

Health Services Management

Management

Technology Management

Criminology

Human Resources Administration

Psychology

Sociology

North Florida Center

Gainesville Programs at Santa Fe

Community College:

*Bachelor of Arts Degree with
the following majors:*

Business Administration with
specialization in:

Accounting

Computer Information Systems

Management

Criminology

Elementary Education

Psychology

*Bachelor of Science Degree with
the following major:*

Health Care Administration

**Lake City Programs at Lake City
Community College:**

*Bachelor of Arts Degree with
the following majors:*

Business Administration

with specialization in:

Computer Information Systems
Management

Criminology

Elementary Education

*Bachelor of Science Degree with
the following major:*

Health Care Administration

Mayport Naval Station Programs:

Associate of Arts Degree in Business Administration

Bachelor of Arts Degree

with the following majors:

Business Administration with
specialization in:

Accounting

Computer Information Systems

Management

Bachelor of Science with the following major:

Computer Information Systems

**Palatka Programs at Saint Johns River
Community College:**

*Bachelor of Arts Degree with the
following majors:*

Business Administration with
specialization in:

Computer Information Systems

Health Services Management

Management

Criminology

Elementary Education

Psychology
Bachelor of Science Degree
with the following major:
Health Care Administration

Ocala Programs at Central Florida Community College:

Bachelor of Arts Degree
with the following majors:
Business Administration
with specialization in:
Accounting
Management
Criminology
Elementary Education
Human Services with specialization in:
Social Services
Psychology
Bachelor of Science Degree with
the following major:
Health Care Administration

Georgia

Atlanta Center Programs at Fort McPherson:

Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with
the following majors:
Business Administration
with specialization in:
Accounting
Computer Information Systems
Management
Technology Management
Computer Information Systems
Criminology
Human Resources Administration
Religion
Sociology

Savannah Center Programs at Fort Stewart:

Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with
the following majors:
Associate of Arts in
Business Administration
Business Administration with

specialization in:
Management
Computer Information Systems
Health Services Management
Criminology
Human Resources Administration

Savannah Center Programs at Hunter AAF:

Associate of Arts Degree in Liberal Arts
Associate of Arts Degree in
Business Administration
Bachelor of Arts Degree with
the following majors:
Business Administration with
specialization in:
Computer Information Systems
Management
Criminology
Human Resources Administration

South Carolina

Shaw AFB Programs:

Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with
the following majors:
Business Administration with
specialization in:
Computer Information Systems
Management
Technology Management
Computer Information Systems
Criminology
Human Resources Administration

Texas

Naval Station Ingleside Programs:

Associate of Arts Degree in Liberal Arts
Associate of Arts Degree in
Business Administration
Bachelor of Arts Degree with
the following majors:
Business Administration with
specialization in:
Computer Information Systems
Management
Technology Management

Virginia

Fort Lee Programs:

*Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with
the following majors:*

Business Administration with
specialization in:

- Accounting
- Computer Information Systems
- Management
- Technology Management

Computer Information Systems
Human Resources Administration

Fort Eustis Programs:

*Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with
the following majors:*

Business Administration with
specialization in:

- Accounting
- Computer Information Systems
- Management
- Technology Management
- Health Services Management

Computer Information Systems
Criminology
Human Resources Administration
Psychology
Sociology

Langley AFB Programs:

*Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with
the following majors:*

Business Administration with
specialization in:

- Accounting
- Computer Information Systems
- Health Services Management
- Marketing
- Management
- Technology Management

Computer Information Systems
Criminology
Human Resources Administration
Human Services with specialization in:
Human Behavior
Psychology
Sociology

Navy Center South Hampton Road Programs:

*Associate of Arts in Liberal Arts
Bachelor of Arts Degree with
the following majors:*

Business Administration with
specialization in:

- Accounting
- Computer Information Systems
- Health Services Management
- Marketing
- Management
- Technology Management

Computer Information Systems
Criminology
Human Resources Administration
Psychology
Public Administration
Religion
Sociology

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| Rev. Simeon Thole, O.S.B. | Saint Leo, Florida |
| Morton E. Wolverton | Sarasota, Florida |

Trustees Emeriti

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| Charles F. Henderson | Rumson, New Jersey |
| Rev. James Hoge, O.S.B. | Crystal River, Florida |
| Alfred O. Kiefer, Sr. | San Antonio, Florida |
| William Amory Underhill | DeLand, Florida |
| Thomas A. Welstead | Bal Harbour, Florida |

Administrative Personnel

President's Office

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| President | Arthur F. Kirk, Jr. |
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| Assistant to the President for College Ministry | Sr. Candice Tucci, O.S.F. |
| President Emeritus | Rev. Marion Bowman, O.S.B. |
| Dean of Admission and Financial Aid | Gary G. Bracken |
| Director of Admission | Patricia Armstrong |
| Senior Assistant Director of Admission | Paige Ramsey-Hamacher |

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| Assistant Director for Graduate and Transfer Admissions | Carrie Corbett |
| Assistant Director of Admission | Jill Finnerty Ricardo |
| Admission Counselor | Jennifer Collins |
| Director of Financial Aid | Richard Ritzman |
| Assistant Director - Campus Program | Rebecca Shanafelt |
| Assistant Director - CDL Program | James Wingate |
| Athletic Director | Ted Owens |
| Associate Athletic Director | Fran Reidy |
| Head Women's Administrator | Christi Wade |
| Sports Information Director | Tom O'Brien |
| Academic Associate for Intercollegiate Athletics | Chuck Fisk |
| Baseball Coach | Eddie Stabile |
| Assistant Baseball Coach | Mike Swenson |
| Assistant Baseball Coach | Jeff Staples |
| Basketball Coach (Men) | Mike Hanks |
| Assistant Basketball Coach | TBA |
| Basketball Coach (Women) | Becky Hays |
| Assistant Basketball Coach | Amy Mitchell |
| Soccer Coach | Fran Reidy |
| Assistant Soccer Coach/ Women's Club Soccer Coach | Tony Paris |
| Softball Coach | Christi Wade |
| Assistant Softball Coach | Janna Fields |
| Tennis Coach (Men and Women) | Thomas J. Crosby |
| Volleyball Coach | Bill Lent |
| Trainer, N.A.T.A. | Shannon Anderson |
| Assistant Athletic Trainer | Matt Meister |

Academic Affairs

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|---|--------------------|
| Vice President for Academic Affairs | Douglas M. Astolfi |
| Director, Academic Administration | Donna Denney |
| Director, Educational Technology | Terry L. Redman |
| Assistant Vice President for Academic Affairs, Center for Distance Learning | Jerry Dyer |
| Academic Programs Administrator | TBA |
| Student Support Services Administrator | TBA |

Fort Lee Center, VA

| | |
|------------------|------------------|
| Director | Carol Corrigan |
| Academic Advisor | Cindy J. Griffin |

Atlanta Center at Fort McPherson, GA

| | |
|------------------|---------------------|
| Director | Dennis J. Martin |
| Academic Advisor | Francis Githieya |
| Academic Advisor | Daniel A. Ruch |
| Academic Advisor | Stephen Varga-Sinka |

Savannah Center at Fort Stewart, GA

| | |
|------------------|------------------|
| Director | James R. Cabbage |
| Academic Advisor | Michael Keating |

Savannah Center

at Hunter Army Air Field, GA

| | |
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| Director | Ronald G. Weiher |
| Academic Advisor | Mary K. Mosher |

Hurlburt Field/Eglin AFB Center, FL

| | |
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| Director | Leonard Chojnacki |
|----------|-------------------|

Key West Naval Air Station Center, FL

| | |
|----------|-------------|
| Director | James Olney |
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MacDill AFB Center, FL

| | |
|------------------|---------------------|
| Director | Janet C. Moore |
| Academic Advisor | Edward J. Walsh |
| Academic Advisor | Jerry Wright, Jr. |
| Academic Advisor | Frederick B. Ramlow |

Shaw AFB Center, SC

| | |
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| Director | Gretchen H. Munroe |
| Academic Advisor | Janice Oden |
| Academic Advisor | TBA |

Tidewater Center, VA

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| Administrative Office | |
| Regional Director | Jon Carleton |
| Assistant Regional Director | Larry Lubbs |
| Academic Support/ | |
| Reference Librarian | Christie P. Vernon |

Fort Eustis Center, VA

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| Director | Charles B. Bevins |
| Academic Advisor | Mary H. Axakowsky |
| Academic Advisor | Betty J. Turner |
| Academic Advisor | Delrino Clarin |

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| Academic Advisor | Sarah C. Kennedy |
| Academic Advisor | TBA |
| Academic Advisor | Rhonda Cox |

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| Assistant Director, NAS Oceana | Michael Sciarini |
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| Academic Advisor | Michael Holt |
| Academic Advisor | Michael Thornburg |
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| Academic Advisor | Judith Fisher |
| Academic Advisor | TBA |

Ingleside Naval Station Center, TX

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| Director | Sara Heydon |
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Campus Center, FL

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| Academic Advisor | Margo Burrows |
| Academic Advisor | Robert Loeber |
| Academic Advisor | Jacqueline S. Reece |

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| Assistant Director, Mayport | Robert C. Korman |
| Assistant Director, Palatka | Heather R. Decker |
| Assistant Director, Lake City | Stephen Hess |

Ocala Center, FL

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| Director | Edwin Norris |
| Academic Advisor | Kim Kleber |
| Academic Advisor | Marleen Wiersum |
| Dean, Division of Liberal Arts and Sciences | Robert Imperato |

Medical Technology Program
(Affiliated with Bayfront Medical Center,
St. Petersburg, Florida)

| | |
|--|-------------------------|
| Medical Director, Laboratory and Medical Technology School | Larry J. Davis, M.D. |
| Administrative Director/ Laboratory Services | Maria Duynslager, B.A. |
| Program Director, Medical Technology School | June Schurig, MT (ASCP) |

| | |
|--------------------------------------|------------------------------|
| Interim Dean, | |
| Division of Professional Studies | William T. Foley |
| Director, Continuing Education | Laurel G. Cobb |
| Professor of | |
| Military Science | Captain Al Carroccetto (USF) |
| Director, Graduate Business Studies | Susan D. Steiner |
| Director, Graduate | |
| Studies in Education | Charles D. Hale |
| Director, Department of | |
| Library Services | Kathleen Kosuda |
| Assistant Director, Department of | |
| Library Services | Sr. Dorothy Neuhofer, O.S.B. |
| Registrar | Karen Hatfield |

Business Affairs

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| Vice President and | |
| Chief Financial Officer | Ben Donatelli |
| Bursar | David Mixon |
| Director, Accounting and Finance | Russ Mercer |
| Director, Procurement | Elaine Hoon |
| Executive Director, Office of | |
| Information Technology | Gary Ingerick |
| Director - Office of | |
| Information Technology | Kevin Barton |
| Assistant Director - Systems | TBA |
| Director, Campus Store | John Greif |
| Director, Sodexo/ | |
| Marriott Physical Plant | James Killmeyer |
| Director, Sodexo/ | |
| Marriott Food Services | Richard Vogel |
| Manager, Security | Jerome Helton |

Institutional Advancement

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| Vice President for | |
| Institutional Advancement | Bonnie Jean McKenzie |
| Assistant Vice President for | |
| Institutional Advancement | Judith Rochelle |
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| Director, Alumni/Parent Relations | TBA |
| Director, Annual Giving | Karen Collins |
| Director, College Relations | TBA |
| Assistant Director, College Relations | Jennifer Lupo |

Institutional Research

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| Director, Institutional Research | Charlene Herreid |
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|------------------------------------|-------------------|
| Vice President for Student Affairs | Maureen H. Powers |
| Director, Career Services | Beverly Baehr |
| Director, Counseling Services | Evelyn Vitale |
| Director, Health Services | TBA |
| Director, Recreation | Suzanne Hollis |
| Director, Residence Life | Jason Zelesky |
| Assistant Director, Residence Life | TBA |
| Director, Student Activities | Nancy Pond |

Faculty

Professors Emeriti

Marjorie J. Arnade - *Professor Emerita*

B.S., University of Michigan; M.A.,
University of South Florida

Lucille A. Fuchs - *Professor Emerita*

B.S., University of Dayton; M.A., Ohio State
University; M.S., Florida State University;
Ph.D., University of South Florida

John E. Higgins - *Professor Emeritus*

B.A., M.A., Morehead State College

O. Frank Kattwinkel - *Professor Emeritus*

M.E., M.S., Stevens Institute of Technology;
M.I.E., New York University

Norman D. Kaye - *Professor Emeritus*

B.S., M.S., Northern Illinois University

Tilrow Morrison - *Professor Emeritus*

B.S., M.A., University of Alabama

Walter P. Poznar - *Professor Emeritus*

B.A., M.A., New York University; Ph.D.,
Indiana University

Henry J. Purchase - *Professor Emeritus*

B.S., Cornell University; M.Ed.,
University of New Hampshire

Robert M. Rubin - *Professor Emeritus*

B.A., University of Maryland; M.B.A.,
University of South Florida

Roger L. Smith - *Professor Emeritus*

A.B., Columbia College; M.S., Columbia
Engineering School; Ph.D.,
Columbia University

Thaddeus Tedrowe - *Professor Emeritus*

B.S., Florida Southern College; M.B.A.,
University of South Florida

Sara A. Thrash - *Professor Emerita*

B.A., Carson Newman College; M.A.,
University of South Florida; Ed.S., University
of Florida; Ph.D., Brunel University,
Oxford, England

Marvin T. Travis - *Professor of Emeritus*

B.A., Emory University; M.B.A., Arizona State
University; D.P.A., Nova University

Jeanne Wright - *Professor Emerita*

B.S., Fontbonne College; M.S., Ph.D.,
University of Notre Dame

Anthony W. Zaitz - *Professor Emeritus*

B.S.O., Curry College; M.A., Boston
University; Ph.D., University of Wisconsin

Campus Faculty

Setty R. Adisesh - *Professor of Chemistry*

B.S., M.S., Central College, Mysore; Ph.D.,
Kent State University

Ronald P. Allison -

Assistant Professor of Marketing

B.S., Indiana University; M.B.A., Loyola
University; M.A., Notre Dame Seminary;
M. Div., Union Theological Seminary/Jesuit
School of Theology

Leland Tyson Anderson - *Professor of*

Religion and Philosophy

B.A., University of Colorado; M.A., Catholic
University of America; Ph.D.,
Temple University

Frank Arnold -

Associate Professor of Public Administration

B.S., University of Connecticut; M.P.A.,
Auburn University; D.P.A., Nova University

Douglas Astolfi - *Professor of History*

A.B., Tufts University; M.A., The
University of Rochester; Ph.D.,
Northern Illinois University

Ann Bagley - *Assistant Professor of Education*

B.A., M.A., Florida State University; Ed.D.,
University of Tennessee

Stephen L. Baglione -

Assistant Professor of Marketing

B.A., Queen's College; M.A., Ph.D.,
University of South Carolina

Richard G. Bryan - *Professor of Psychology*

B.A., Northwestern University; M.S., Ph.D.,
Rutgers University

Dirk R. Budd -

Professor of English; Director of Theatre

B.A., Lafayette College; M.A., Columbia
University; Ph.D., University of Pennsylvania

Laurel G. Cobb -

C.P.A., Associate Professor of Accounting; Chair,
Department of Accounting;

Director, Continuing Education in Accounting
B.A., University of Florida; M.Acc., Ph.D.,
University of South Florida

Melanie Cooksey - Assistant Professor, Library
B.A., M.L.S., Florida State University; M.L.A.,
University of South Florida

E. Lynn Correia - Assistant Professor, Library
B.A.E., M.A., University of Florida; M.S.L.S.,
University of Kentucky

Christopher Cronin - Professor of Psychology;
Chair, Department of Psychology
B.S., University of Wisconsin; M.A., Ph.D.,
University of Delaware

Thomas J. Crosby - Head Tennis Coach;
Associate Professor of Physical Education
B.A., Saint Leo College; M.Ed.,
University of Southern Mississippi

Terry A. Danner -
Associate Professor of Criminology
B.A., M.A.T., M.A.,
University of South Florida

George M. Dooris - Professor of Biology; Chair,
Department of Mathematics and Science
B.S., St. Peter's College; M.S., Seton Hall
University; Ph.D., University of Georgia

Patricia Dooris - Associate Professor of Biology;
Chair, Department of Environmental Science
B.S., Georgia State University; M.S.,
University of Georgia; Ph.D.,
University of South Florida

Ruth K. Duncan -
Visiting Professor of Education
B.S., Centenary College; M.Ed.,
Louisiana State University; Ph.D.,
Indiana State University

Maribeth Durst - Professor of Social Work;
Chair, Department of Social Services;
Director of Social Work Program
B.A., St. Mary's University; M.A., Syracuse
University; M.S.W., University of South
Florida; Ph.D., New School for
Social Research

Mark K. Edmonds - Professor of English
B.A., University of Michigan-Flint; M.A., D.A.,
University of Michigan

Charles L. Fisk Jr. - Associate Professor of
Economics; Chair, Department of Social Science;
Academic Associate for Intercollegiate Athletics
B.A., University of Florida; M.A.,
Duke University

William T. Foley - C.P.A., Interim Dean,
Professional Studies; Associate
Professor of Accounting

B.A., University of West Florida; M.B.A.,
University of South Florida

Sharon S. Gleim - Assistant Professor, Library
B.A., Mary Washington College; M.S.L.S.,
University of Kentucky

Barry W. Glover -
Associate Professor of Criminology
B.A., Saint Leo College; M.A.,
University of South Florida

Nancy C. Gunter - Professor of Psychology
B.A., M.A., Ph.D., University of South Florida

Charles D. Hale -
Associate Professor of Educational Leadership;
Director, Graduate Studies in Education
B.S., University of Southern Mississippi; M.A.,
Ed.D., University of Florida

Robert Imperato - Dean, Division of Liberal
Arts and Sciences; Professor of Religion;
Chair, Department of Philosophy and Religion
B.S., New York University; M.A., Columbia
University; M.A., Ph.D., Fordham University

Joy A. Innis - Assistant Professor of Music;
Director of the Arts Program
B.M., University of Toronto; M.M., D.A.,
Ball State University

Kathleen Kosuda - Associate Professor, Library;
Director of Library Services
B.A., M.L.S., State University of New York at
Albany; M.L.A., University of South Florida

Calista Koval - Associate Professor of Education
B.S., M.A., Ph.D., Ohio University

Frances E. Martin - Professor of Social Work
A.B., Webster College; M.A., University of
Notre Dame; M.A., New York University;
M.S.S.W., University of Tennessee

John J. McTague Jr. - Professor of History
B.A., Siena College; M.A.,
Fordham University; Ph.D., SUNY at Buffalo

Michael O. Moorman - Associate Professor of
Computer Science; Chair, Department of
Computer Information Systems; Academic
Associate for Academic Computing
B.S., United States Military Academy; M.S.,
Arizona State University; M.B.A., University
of Northern Colorado; Ph.D.,
East Texas State University

Sr. Dorothy Neuhofer, O.S.B. -

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Carol A. Corrigan -
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B.A., Saint Leo College

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Academic Administration
B.A., Saint Leo College

Ben Donatelli -
Vice President and Chief Financial Officer
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Robert Dunne - Director, North Florida Center
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Academic Affairs, Center for Distance Learning
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Ernest Everett - Assistant Director, NAS
Norfolk, Navy Center
South Hampton Road, Virginia
B.I.E., University of Florida; M.S.,
Georgia Institute of Technology

Jill Finnerty Ricardo -
Assistant Director of Admission
B.S., Florida Southern College

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Division of Professional Studies;
Associate Professor of Accounting
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University of South Florida

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B.A., University of South Florida

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Graduate Studies in Education
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Sara Heydon - Director, Ingleside Center, Texas
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University of South Florida

Elaine Hoon - Director of Procurement

B.A., Saint Leo College

Robert Imperato - Dean, Division of Liberal

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Office of Information Technology
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B.A., Saint Leo College

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B.A., Georgetown University; M.A.,

Saint Louis University; Ph.D.,

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Director of Admission

B.A., Holy Names College

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B.S., United States Merchant Marine

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Directory for Correspondence

College office hours are from 8 a.m. until 5 p.m., Monday through Friday unless otherwise posted. Members of the college staff are available at other times by appointment.

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Classes are also scheduled at classroom
locations near several of these centers.

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[illegible]

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is a vertical margin line on the left side, creating a narrow left margin. The paper appears to be from a notebook or a standard ruled document.







